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1983

URBAN/MUNICIPAL

Hamilton Convention Centre

AGENDAS AND MINUTES

February 7, 1983-June 23, 1983



CAYON HBL V88A31

HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

FEBRUARY 7, 1983

A G E N D A

4:30 p.m.

February 7, 1983

Albion, Salon "C".

1. Election of Chairman
2. Election of Officers
3. Appointment of Committees
4. Chairman's Remarks
5. General Manager's Remarks
6. Minutes of the Previous Meeting
7. Correspondence:
 - (a) Letter dated January 19, 1983 from Barry E. Massey to Reg Whynott
 - (b) Letter dated February 1, 1983 from Mr. B. D. Laing, Supervisor of Conservation Education, Hamilton Region Conservation Authority
 - (c) Letter dated January 25, 1983 from Joan E. Barlett, Canadian Cannery Limited
 - (d) Letter dated December 6, 1982 from Dave McKay, Man-Environment Impact II Conference
 - (e) Letter dated January 7, 1983 from Jack Millar, Chairman, Operation Xmas, Local 1005, United Steelworkers of America
 - (f) Letter dated January 20, 1983 from Terry Lindey, Penco Wholesale Distributors.
8. Marketing Plan
9. Proposed Meeting Schedule
10. Other Business



HAMILTON CONVENTION CENTRE

3

PROPOSED COMMITTEE STRUCTURE

1 9 8 3

AUDIT/FINANCE COMMITTEE

Mr. David O. Braley, Chairman
Alderman Henry Merling, Member

ADMINISTRATION COMMITTEE

Mr. Keith L. Clark, Chairman
Alderman Brian Hinkley, Member

MARKETING/SALES

Mr. Terry E. Yates, Chairman
Mr. Jack Krieger, Member

OPERATIONS

Mr. Bill B. Stetson, Chairman
Alderman James A. Bethune, Member

Webster, Salon "A",
11:30 a.m.
November 30, 1982

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second-Vice Chairman
Mr. David O. Braley
Mr. Keith L. Clark
Mr. Jack Krieger
Alderman Peter Peterson
Mr. Terry E. Yates

Also Present: Alderman Brian Hinkley
Mr. William J. Penfold, General Manager
Mr. R. A. (Scott) Walker, Assistant General Manager
Mr. John A. Leuser, Director of Financial Services
Mrs. Bonnie Cook, Secretary.

Chairman's
Remarks

1. Chairman's Remarks

The Chairman opened the meeting by welcoming Mr. Penfold to the Centre. Mr. Lewis stated that Mr. Penfold had joined the Centre's staff on November 15th, and the Board looks forward to a long and pleasant association with Mr. Penfold.

Mr. Lewis congratulated Aldermen Bethune, Peterson and Cowell not only on their re-election on November 8th as members of City Council, but also for standing first in their respective wards. The Chairman also advised that Alderman Bethune will be rejoining the Board for a second term, and Aldermen Hinkley and Merling will become new members of the Board, subject to all of these appointments being ratified by City Council. Mr. Lewis looks forward to the participation of the two new Aldermen on the Board. He expressed his thanks to Aldermen Peterson and Cowell for their contributions to the Board during their tenure and to Alderman Bethune for his work in the past on the Board.

Mr. Lewis brought to the attention of the Board for information the following two letters:

- (a) Letter from Mr. David Hector dated November 4, 1982 in which Mr. Hector expressed his appreciation for the efforts of the staff at the All Candidates Night event, which was sponsored, in part, by the Chamber of Commerce.
- (b) Letter of thanks dated November 10, 1982 from Dr. Angelo Zizzo of the Hamilton Academy of Medicine, in which Dr. Zizzo paid particular tribute to five individuals on the Centre's staff for their outstanding service during the October 13th functions of that organization.

Continued...2/

Mr. Lewis mentioned that during the month of October, the Centre experienced its most varied and extensive usage to date, and as a result of that activity, a profit of \$26,500 was realized in October. He stated that these results are indicative of the Centre's financial potential.

Minutes

2. Minutes of the Previous Meeting

On the motion of Mr. Bill Stetson, seconded by Mr. Jack Krieger, the Board approved the minutes of the meeting of November 1st, 1982 as circulated.

Report of
General
Manager

3. Report of the General Manager

Mr. Penfold expressed to the Board his pleasure at being with the Centre and representing such a fine facility. He stated that he looked forward to a long and happy relationship with the Centre, and as he had only been on staff for two weeks, he wished to call upon Mr. Scott Walker to proceed with the Manager's Report.

Mr. Walker stated that the management team which had been in place during the past ten months is very proud of the financial picture which is demonstrated in the October statement, showing a net profit for October of \$26,500, as well as the work done in cutting expense lines to reduce the 1982 overall deficit.

Mr. Walker mentioned that the Centre suffered a loss in October with the departure of Mr. Graham Willsher who accepted a position in Edmonton as Director of Operations. Mr. Walker felt that much of the credit for establishing the standards of quality and service in the Centre are directly attributable to the efforts of Mr. Willsher.

In speaking for the entire staff, Mr. Walker welcomed Mr. Penfold to the Centre, and advised that Mr. Penfold would receive the full support of all staff.

Mr. Walker then referred to two letters which the Centre had received:

- (a) Letter dated November 22, 1982 from Union Gas Ltd., congratulating the Catering Department for their service on the occasion of that company's function on October 28th, 1982.
- (b) Letter from the Progressive Conservative Party (undated) regarding their satisfaction with the manner in which the staff handled their most recent function.

Marketing/
Sales
Committee

4. Marketing/Sales Committee Report

Alderman Peterson presented the Marketing & Sales Committee Report to the Board, and the Board proceeded to deal with each section on an individual basis.

Continued...3/

Citizen
Appointees to
Marketing/
Sales Comm.

Section 1 - Citizen Members

On the motion of Alderman Peter Peterson, seconded by Mr. Jack Krieger, the Board approved the recommendation of the Committee that the appointment of citizen members be deferred until January, 1983 when the new Board is in place.

Staffing -
Marketing/
Sales
Division

Section 2 - Staffing - Marketing/Sales Division

The Board discussed this issue in detail. Both Alderman Peterson and Mr. Penfold stressed to the Board the urgency for an additional sales person to be on stream immediately. However, it was the opinion of some of the members of the Board that because the Personnel Review and the Marketing Plan for 1983 have not yet been completed, the staffing requirements for this division are undetermined, and the cost effectiveness of any new staff cannot be properly measured. Therefore, in their opinion, the expenditure for additional staff cannot be presently justified. However, after further discussion, on the motion of Alderman Peter Peterson, seconded by Alderman James A. Bethune, the Board approved of the immediate hiring of a Sales Representative, at an annual salary of \$20,800. Messrs. Braley and Yates were recorded as being opposed to this motion.

Section 3 - 1983 Operating Budget

Section 4 - 1982 Operational Expenses

Section 5 - 1983 Capital Submission

The Board received the above three matters for information.

Mayor's
Spring Ball

Section 6 - Mayor's Spring Ball

On the motion of Alderman Peter Peterson, seconded by Mr. Jack Krieger, the Board approved the concept of a Mayor's Spring Ball, as presented.

Marketing
Plan

Section 7 - Marketing Plan

The Board received for information the comments of the Committee that the Marketing Plan will be ready for consideration by the Board in January, 1983.

Promotional
Events

Section 8 - Coming Events - Promotion of the Hamilton Convention Centre

The Board received the report on future promotional events for information.

Film Prints

Section 9 - Expenditure for Prints of "Get To Know Us"

On the motion of Alderman Peter Peterson, seconded by Mr. Jack Krieger, the Board approved of an expenditure of \$497.92 to finance the immediate purchase of four additional prints of the Centre's promotional film, "Get To Know Us".

General
Manager

Continued...4/

The Board discussed the measures which were undertaken to correct the situation which led to these charges being laid and as a result of these discussions, the Board directed that management include in the mini contract, an outline of the method of liquor service utilized by the Centre so that our clientele will be aware of our procedures well in advance of their functions.

General
Manager

Operations
Committee -
Report

6. Operations Committee - Report

Mr. Bill Stetson presented the report of the Operations Committee to the Board. The Board reviewed the report in general and then dealt with each item individually.

Section 1 - Citizen Appointees

Section 2 - Joint Purchasing

Section 3 - Hussey Seating

Section 4 - Hamilton Convention & Show Services

Section 5 - Fire Evacuation Procedure Manual, Testing,
Inspection, Maintenance and Recharging of Fire
Protection Equipment

The Board received the Committee's reports on the above matters for information.

Keys

Section 6 - Keys

The Board was advised that keys to refrigeration units will not be issued to the Banquet Manager, and Catering Manager, as was once recommended, and that a changeover of all locks in the Centre for greater security is not being pursued at the present time due to the cost involved.

On the motion of Mr. Bill Stetson, seconded by Alderman James Bethune, the Board approved the report of the Committee on keys for implementation.

General
Manager

Operating
Budget

Section 7 - 1983 Operating Budget

The Board received the Committee's recommendations on the 1983 Operating Budget and in particular, discussed the three vacant positions outlined below.

Second
Cook

- (a) Second Cook - This position was changed from a full-time, permanent position to a permanent, part-time position, effective September 1, 1983.

Head
Bartender
Banquet
Secretary

- (b) Head Bartender - to commence January 15, 1983.

- (c) Banquet Secretary - To commence September 1, 1983.

Mr. Braley reiterated his position that he felt staff additions should not occur prior to the completion of the Salary Survey. This comment refers specifically to Sub-section (b) above.

Continued...7/

On the motion of Mr. Bill Stetson, seconded by Alderman James A. Bethune, the Board approved the recommendation of the Committee respecting the 1983 Operating Budget for implementation. Mr. Braley was recorded as being opposed to the hiring of a Head Bartender until the Personnel Study is completed.

Operating
& Capital
Budgets

Section 8 - Operations Expenses

Section 9 - Establishment of Capital Reserves for the 1982
Surplus

Section 10 - 1983 New Capital Purchases

The Board received the report of the Committee on the above three items for information.

Moving of
Security
Office

Section 11 - Moving of the Security Office - Further Report

The Board was advised that certain concerns have arisen which led management to reconsider the original proposal to relocate the security office to the information desk area.

On the motion of Mr. Bill Stetson, seconded by Mr. Jack Krieger, the Board approved the recommendation of the Committee that management re-evaluate the concept of moving the security office, and prepare a review for the consideration of the Committee, and the Board.

General
Manager

Listing of
Purchase
Orders

Section 12 - Listing of Open Purchase Orders

The Board received a list of the suppliers that the Centre deals with on an "open" purchase order basis.

The Board was very concerned that the Centre may be limiting its purchasing to too few suppliers, and on the motion of Mr. Bill Stetson, seconded by Alderman James A. Bethune, the Board referred the matter of the policy on open purchase orders back to the Operations Committee for a further review. The Board also stressed that whenever possible, local suppliers should be patronized.

Operations
Committee/
General Mgr.

Contractual
Services -
Tenders

Janitorial
Security

Section 13 - Contractual Services - Tenders

(a) Janitorial Requirements

(b) Security Requirements

The Board discussed the tendering of contracts for Janitorial and Security Services, and felt that before tenders are called, that a cost analysis should be carried out so that further information is available on the cost of contractual services, the cost of in-house staffing for these functions, and the cost of any other viable alternatives. This information is necessary before the Board can decide whether or not the Centre should continue with contracted services.

General
Manager

On the motion of Mr. Bill Stetson, seconded by Mr. Terry Yates, the Board referred the matters of janitorial and security requirements back to management so that an analysis may be undertaken of the cost effectiveness of contracted services vs. in house staffing, vs. any other acceptable alternatives.

It was noted that the tendering process recommended by the Committee should be proceeded with in order that management may have pricing information on contracted services.

Operational
Problems

Section 14 - Operational Problems

The Board received the report of the Committee on operational problems for information.

Audit/
Finance
Committee

7. Audit/Finance Committee - Report

Financial
Statement

(a) Financial Statement

On the motion of Mr. David Braley, seconded by Mr. Jack Krieger, the Board approved the financial statement for the ten month period ended October 31, 1982, showing a profit for the month of October of \$26,500, and a net deficit for the ten month period of \$471,820.

Reporting -
Director of
Finance

(b) Reporting of the Director of Financial Services

Mr. Braley explained to the Board that when Mr. Leuser was employed as Director of Financial Services, a letter was sent to him dated February 9th, 1982, stating that until such time as a General Manager is appointed, Mr. Leuser is to report organizationally to the Board through the Audit/Finance Committee. Now that a General Manager has been hired, the reporting structure should be formally amended.

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved that the reporting structure for Mr. Leuser be changed so that he reports organizationally to the General Manager.

Signing
Authorities -
Special
Banking
Facilities

(c) Signing Authorities - Special Banking Facilities

On the motion of Mr. David Braley, seconded by Mr. Bill Stetson, the following resolution governing signing officers was adopted:

"That the following be designated as signing officers for all special banking facilities of the Hamilton Convention Centre:

General Manager, and
Director of Financial Services,

OR One of the above, and one of:

Assistant General Manager
Chairman of the Board of Directors
First Vice-Chairman of the Board of Directors
Second Vice-Chairman of the Board of Directors

That the following be designated as those having authority to make deposits:

Director of Financial Services
Accounting Supervisor
Clerk/Typist (Financial Division)

NOTE: With the passage of this resolution, the original resolution governing signing officers adopted by the Board on April 26th, 1982, is rescinded.

1983
Operating
Budget

(d) 1983 Operating Budget

Mr. Braley presented the 1983 Operating Budget to the Board for discussion. On the motion of Mr. David Braley, seconded by Alderman James Bethune, the Board approved the 1983 operating budget reflecting a deficit of \$750,000 for forwarding to the Finance Committee of the City.

General
Manager

1983 Capital
Budget

(e) 1983 Capital Budget

The Board received the 1983 capital submission in which a list of new capital acquisitions had been outlined. This list had been reviewed, revised, and prioritized by management, and totalled \$107,115.80 in new capital purchases.

The Board was advised that this was a "bare bones" budget, and contained items which management needed to continue and improve the operation of the Centre in 1983.

On the motion of Mr. David Braley, seconded by Alderman James Bethune, the Board approved the 1983 Capital Budget Submission for forwarding to the Finance Committee of the City.

1983-87 Cap-
ital Budget

(f) 1983 - 87 Capital Budget

The Board received a copy of the proposed 1983 - 87 Capital Budget with the 1983 submission set out in detail.

It was stressed to the Board that this submission represented management's best assessment of the future capital requirements of the Centre with the information that is currently available.

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board received the 1983 - 87 Capital Budget for information and directed that it be forwarded to the Finance Committee of the City.

8. Other Business

Because no formal meeting of the Board is planned for the month of December, and because the Audit/Finance Committee wishes to keep the City fully apprised of the Centre's financial status, Mr. Braley advised that he would like to have the Audit/Finance

Committee meet in December to consider the eleven-month statement so that it may be forwarded to the City.

On the motion of Mr. David Braley, seconded by Alderman James Bethune, the Board authorized the Audit/Finance Committee to forward the financial statement for the eleven month period ended November 30, 1982 to the other members of the Board and to the City Treasurer, once it has been approved by the Committee.

Audit/
Finance Comm.

The next regular meeting of the Board will be held in January of 1983.

Mr. Lewis expressed his thanks to the members of the Board for all of their efforts in 1982.

The meeting then adjourned.

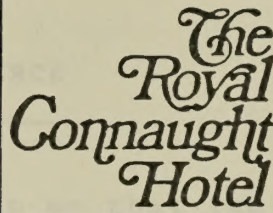
Taken as Read and Approved:

Milton J. Lewis, Q.C., Chairman

B. Cook
Secretary.

November
Statement

JAN 21 1983



January 19, 1983

7(a)

Mr. Reg Whynott,
Executive Director
HAMILTON CHAMBER OF COMMERCE
8th floor
100 King Street West
Hamilton, Ontario

Dear Mr. Whynott:

It has come to our attention that the Hamilton Convention Centre is making plans to open up a (licenced) restaurant/dining room in the Summer or Fall of this year. We, at the Royal Connaught Hotel, are quite concerned over the direction the Convention Centre is taking.

It is our understanding that in the Fall of 1981, an official announcement was made by the Convention Centre, which was built and is still being subsidized by local taxes, would not solicit local business and that it was built for the express purpose of bringing new business to the city.

It has also come to our attention that the Convention Centre is formulating a wedding package which will be promoted entirely to the local market.

We fully understand the necessity of the Convention Bureau making major sales efforts to reduce its operating losses, but we object strongly that it is to be achieved at the expense of private industry.

Already the Convention Centre, since its opening, booked local business which the Royal Connaught, as well as the Holiday Inn and various other establishments equipped with meeting facilities, used to enjoy. The net result of this, simply put, is a trade off of new employment generated at the Centre and lay-offs in private industry.

We ask the support of the Hamilton Chamber of Commerce in placing pressure on City Council to demand that the Convention Centre operate under the original terms which were announced in the meeting in the Fall of 1981.

.../2

Mr. Reg Whynott
HAMILTON CHAMBER OF COMMERCE
January 19, 1983

Page Two

It would seem to me that the Convention Centre would never achieve its objectives unless they direct all of their advertising and promotional dollars on out-of-town sales blitzes and advertising campaigns to the association market.

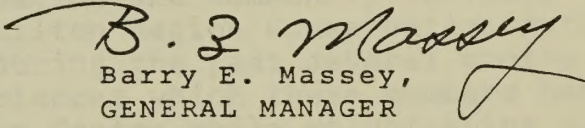
It would also appear likely that should the Convention Centre go ahead with their plans with the proposed restaurant/dining room program, they will hurt the smaller business operators and, in fact, cut into the sales of the local Chamber of Commerce Club itself.

By copy of this letter I am also asking Mayor Morrow, as Chairman of the Economic Recovery Development Committee, to offer any assistance that he can in reversing these dangerous policies adopted by the Convention Centre.

I would welcome your response to this letter.

Sincerely yours,

THE ROYAL CONNAUGHT HOTEL


Barry E. Massey,
GENERAL MANAGER

BEM:ks

P.S. It is also my understanding that the Convention Centre sales personnel will not be attending promotional campaigns in Washington, D.C., which is a major market for all convention centres across Canada, because of lack of funds. It would seem to me that monies they have targeted for their wedding promotions and their restaurant/dining room program could be better spent in that direction.

B.E.M.

CC Mayor Morrow. ✓

Mr. Ray
HARRISON CHAMBER OF COMMERCE
January 19, 1953

It would seem to me that the Convention Center would serve
advisable and of course, it is a matter of fact that the
and economic and social and political and educational
concerns to the community.

It would seem to me that the Convention Center would serve
advisable and of course, it is a matter of fact that the
and economic and social and political and educational
concerns to the community.

My only other reason I am also aware of the fact that
the Convention Center would serve advisable and of course,
and economic and social and political and educational
concerns to the community.

I would welcome your response to this letter.

Sincerely yours,

THE ROYAL CHAMBER OF COMMERCE

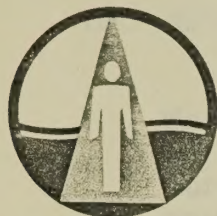
R. S. M. H.
R. S. M. H.
GENERAL MANAGER

It is also my understanding that the Convention Center would
serve advisable and of course, it is a matter of fact that the
and economic and social and political and educational
concerns to the community.

S.E.H.

CC Royal Chamber of Commerce

HAMILTON REGION CONSERVATION AUTHORITY



P.O. BOX 99 — MINERAL SPRINGS ROAD
ANCASTER, ONTARIO L9G 3L3

Phone 525-2181 or 648-4427

File No.

February 1, 1983

7 (h)

Mr. Milton J. Lewis
Chairman
Board of Directors
Hamilton Convention Centre
c/o Morris and Lewis, Barristers
151 John Street South
Hamilton, Ontario
L8N 2C3

Dear Mr. Lewis:

I have been asked to write to convey to you some concerns which members of the Education and Community Services Advisory Board of the Hamilton Region Conservation Authority have voiced at meetings during the past several months. The concerns arise from experiences which these members have had at the Hamilton Convention Centre while volunteering their time to man displays erected by the Authority at various events held at the Centre or while attending non-related activities.

a) Special Event Signage - Exterior

The installation of the Hamilton Convention Centre signs on the building exterior identifies the structure admirably. There is, however, a definite lack of a facility on which to advertise current or upcoming events! By way of example, on Saturday, April 3, 1982, while many thousands of people were enjoying a nice spring day in and about Jackson Square, the Hamilton Sports and Leisure Show was in progress at the Convention Centre. Many people from the Jackson Square vicinity may have been encouraged to attend the Show had there been some exterior signage made available at the Centre on which to advertise this event.

....2

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D.C. 20535



7/2

July 1, 1961

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C. 20535

Dear Mr. Hoover:

I have been asked to write to advise you that the following information was obtained from a confidential source who has provided reliable information in the past. This information was obtained from a confidential source who has provided reliable information in the past. This information was obtained from a confidential source who has provided reliable information in the past.

Very truly yours,

The information in this letter is being furnished to you for your information only. It is not to be used in any way, nor is it to be disseminated to any other person. This information is being furnished to you for your information only. It is not to be used in any way, nor is it to be disseminated to any other person. This information is being furnished to you for your information only. It is not to be used in any way, nor is it to be disseminated to any other person.

We would like to recommend that exterior signage be arranged to allow for the advertising of current and/or upcoming events. Such might also have the added advantage of informing the public that their Convention Centre is indeed a busy place.

The area allowed for external signage need not be large but would be capable of accommodating announcements such as:

Hamilton Sports and Leisure Show - April 8, 9, 10, 1983 - Welcome: XYZ Convention, March 2-5, 1983.

b) Internal Signage

In the course of several events at the Convention Centre, members have remarked that many visitors fail to realize that attractions are available in the upper levels of the Centre. They automatically visit the ground floor Wentworth Exhibition Hall but are not - due to a lack of signage - enticed to visit the upper levels.

We would recommend that interior signage be provided to indicate the use or functions ongoing in the building. Perhaps a major sign in the lobby or concourse along the line of the example below might suffice:

HAMILTON SPORTS AND LEISURE SHOW

LEVEL ONE - Wentworth Exhibition Hall - Exhibits
- Concourse - National Museum of Canada -
Display

LEVEL TWO - Albion Room - Restaurant
- Room 202 - Outdoor Photography Workshop
- Room 203 - Press Room

LEVEL THREE - Chedoke Room - Exhibits and Canada
Sports Testing and Clinics
- Webster Room - Sports Demonstrations

February 1, 1983

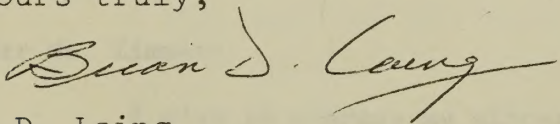
Something akin to the above would allow visitors to recognize the totality of each event. Also, such signage would be very useful in conducting visitors to their proper location when several different events are being conducted in various areas of the Centre at the same time.

c) Elevator Lighting

Some members have commented that the floor level indicator in the control units of the elevators are dimly lit. Perhaps a higher wattage lighting fixture might solve this problem.

We sincerely trust these comments will receive your consideration. Our members offer these comments in the spirit of helping to improve a magnificent facility - a facility which they use frequently both as a member of this organization and as individuals.

Yours truly,



B.D. Laing
Supervisor of Conservation Education

BL:nb

Sincerely,

John E. Bartlett

Secretary to

Executive Director

The following is a list of the names of the persons who have been appointed to the various committees of the National Council on the Administration of Justice, as announced at the meeting of the Council on January 10, 1951.

1. Executive Committee

Chairman: Mr. William J. Smith
Members: Mr. J. Edgar Hoover, Mr. J. B. Connelley, Mr. J. C. Clegg, Mr. J. E. Glavin, Mr. J. L. Rosen, Mr. J. W. Tamm, Mr. J. H. E. Taylor, Mr. J. M. Winterrowd, Mr. J. R. Quinn Tamm, Mr. J. H. E. Taylor, Mr. J. M. Winterrowd, Mr. J. R. Quinn Tamm.

It is requested that you advise the Council of any changes in the membership of the Executive Committee, and of any other matters of interest to the Council.

Very truly,
William J. Smith

Director of Administration

Department of Justice

Enclosure

CANADIAN CANNERS LIMITED

BOX 540 44 HUGHSON STREET SOUTH HAMILTON, ONTARIO

TELEPHONE (416) 522-2441

POSTAL CODE L8N 3K6

CABLE ADDRESS "CANNERS"

JAN 27 1983

7(c)

January 25, 1983

Ms. Renate Zimmer
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario.
L8P 4T9.

Dear Ms. Zimmer:

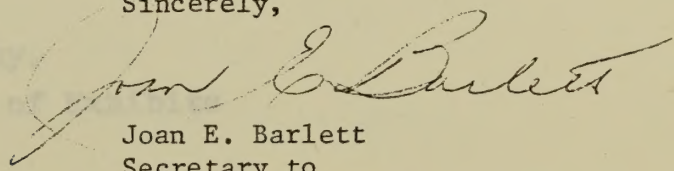
I wish to express my sincere thanks to you for the concern, cooperation and excellent preparation in the arrangements for the CCL Management Conference.

The "dinner for two" was wonderful - I enjoyed every minute of it, with the exception of the five pounds gained! Please convey to Mr. Owen Williams and his staff a special thank you for his kind attention and service during the evening.

The entire Conference has been highly complimented by all who attended, and I am very grateful to have had you to work with during this momentous occasion.

Again, thank you for a job well done.

Sincerely,



Joan E. Barlett
Secretary to
Employee Relations

JEB:



Hamilton, Ontario
1982 October 20-23

DEC 20 1982

7(d)

December 6, 1982.

Mr. Steve Dockmann,
Hamilton Convention Center.

Dear Steve:

I would like to express the thanks of all of us on the MEI Exhibits committee for the excellent support given us by you and the convention center staff. Your flexibility in our set-up and take-down times allowed that part of our operation to run smoothly. All of the support staff - the security personnel, Mickey and her cleaning team, and the people in receiving and the loading dock area; all were friendly and co-operative - I felt like I was part of the team and not an outsider.

To quote from a letter I received from one of our exhibitors; "your organization ran many times more smoothly than even seasoned regulars like the C.N.E." You and your personnel can take a good part of the credit for a statement like that.

Thanks again for your help in making the exhibits area the success it was.

Best regards,

Dave

Dave McKay,

Chairman of Exhibits



CLASS 100

September 6, 1962

Mr. Stuart Newman,
Langston Development Center,
Dear Sir:

I would like to express the thanks of all of us in the
Langston Development Center for the excellent support given
us by you and the Langston Development Center staff. Your helpful
in our set-up and take-down times allowed us to
of our operation to run smoothly. All of the equipment
stall - the technical personnel, Wiley and her assistants
team, and the people in receiving and the loading dock
again all were friendly and co-operative - I felt like
I was part of the team and not an outsider.

The people from the Langston Development Center and at our
Langston Development Center were very kind and
friendly and even had some vegetables from the U.S.A.
for you and your personnel and took a good part of the
credit for a statement like that.

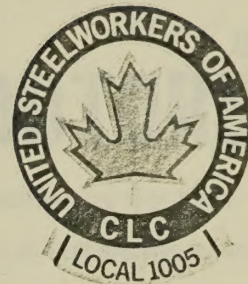
Thank you again for your help in making the activities at
the Langston Development Center.

Best regards,
James
Dave McKay,
Chairman of Exhibits

This report was prepared by the Langston Development Center and is not to be distributed outside the center without the approval of the center manager.

LOCAL 1005 United Steelworkers of America

1031 Barton Street East, Hamilton, Ont., Canada L8L 3E3 • 547-1417



Cec Taylor, President
Ed Sutherland, Secretary
Address all correspondence
to the Secretary

JAN 11 1983

January 7, 1983

7(e)

Hamilton Convention Centre
115 King Street West
Hamilton . Ont L8P 4T9

Att'n: Mr. Walker

Dear Mr. Walker:

I would like to take this opportunity to thank you
and your staff for helping to make our Local 1005
Operation Xmas Event such a success.

We had over 3,200 families participate in this Event.
It would not have been such a success without the
exceptional cooperation of your staff.

Special thanks to your two receptionists on the days
and afternoons shift, along with your security people
for their patience on that day, December 15/82.

Thank you again.

Yours truly

Jack Millar
Chairman

Coordinators Robert Smith and Ellis Jones

opeiu 343/f



LOCAL 4002 United Brotherhood of Carpenters
1011 West 10th Street - Chicago, Ill. - 60607

Jan 11, 1961

January 11, 1961

UNITED BROTHERHOOD OF CARPENTERS
1011 West 10th Street
Chicago, Ill. 60607

Acting Sec. Walter

Dear Mr. Walter:

I would like to have this information on your
and your staff for helping to make our local 4002
operation more successful.

We had over 3,000 Carpenters in this area
it would not have been such a success without
your kind cooperation of your staff.

Special thanks to your two representatives on the
and especially to the one with your name. I
for their assistance on that day, December 1960.

Thank you again.

Sincerely,

Robert Jones

Robert Jones
Chicago

Respectfully Robert Jones and Ellis Jones

cc: Ellis Jones

JAN 24 1983

PENCO WHOLESALE DISTRIBUTORS of

Plumbing, Heating, Air Conditioning, Ventilation Supplies, Heating & Air Conditioning Controls

HAMILTON: 1167 CANNON EAST, 544-1813
1-800-263-6584

WELLAND: 40 SEVENTH STREET, 732-6195

OAKVILLE: 1212 SPEERS ROAD, 827-4108

January 20, 1983.

7 (f)

Hamilton Convention Centre,
115 King Street East
Hamilton, Ontario
L8P 4T9

ATTENTION: Mr. Bill Penfold, Manager

This letter is written as a Thank You for the service we received when we held a Honeywell Seminar at Hamilton Convention Centre on January 20, 1983.

Since this was our first venture at this type of Seminar we were unaware of the work involved and time consumed by arranging a one day affair.

Your representative Renate Zimmer was patient with our seemingly endless questions and plan revisions.

She is helpful, courteous, and completely knowledgeable about her profession.

In this time of employee apathy it is a pleasure to do business with someone who cares and enjoys their work.

We are hopefully planning to do more seminars in the near future and are looking forward to more business with you in the near future.

Yours truly

Terry Lindey per mh

TERRY LINDEY
Manager Hamilton Branch
TL:mh

1941

WHOLESALE DISTRIBUTORS

Wholesale Distributors of Air Conditioning Equipment, Heating Equipment, and Electrical Equipment

1000 West 10th Street, Suite 100, Kansas City, Missouri 64108

4/11

APRIL 11, 1941

Mr. J. Edgar Hoover
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I am writing to you in regard to the matter of the search for the missing man.

The man in question is a white male, about 35 years of age, 5'10" tall, 175 lbs., brown hair, blue eyes, and a mustache.

He was last seen on the morning of April 10, 1941, at the time he was last seen.

He is believed to be in the area of the city of Kansas City, Missouri.

It is requested that you make every effort to locate this man as soon as possible.

Very truly yours,
[Signature]

Very truly yours,
[Signature]

Very truly yours,
[Signature]

Very truly yours,
[Signature]

8

HAMILTON CONVENTION CENTRE

MARKETING PLAN - 1983

JANUARY, 1983

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

1947

HAMILTON CONVENTION CENTRE

MARKETING PLAN

1983

I N D E X

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AMERICAN UNIVERSITY

WASH DC 20004

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HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

MARCH 14, 1983

A G E N D A

March 14, 1983

4:30 p.m.

Albion, Salon "C"

1. Chairman's Remarks
2. General Manager's Report
3. Minutes of the Previous Meeting
4. Correspondence:
 - (a) Letter dated February 7, 1983 from Sandra Bertin
 - (b) Letter dated February 21, 1983 from Ian Yanover, B'Nai B'Rith
 - (c) Letter dated February 23, 1983 from R. S. McCarten, Ontario Electrical League
5. Endorsement of Hamilton Convention Centre Board of Arena Project
6. Marketing/Sales Committee - Report
7. Audit/Finance Committee - Report
8. Joint Administration/Operations Committees - Report
9. Other Business



NATIONAL COUNCIL ON AGING

BOARD OF DIRECTORS

MARCH 14, 1965

AGENDA

Meeting at 10:00 AM
400 E. 1st St.
Kansas City, Mo.

1. Chairman's Report
2. General Manager's Report
3. Minutes of the previous meeting
4. Correspondence
5. Letter dated February 7, 1965 from Health Service
(a) Letter dated February 21, 1965 from the Kansas State Board of Health
(b) Letter dated February 19, 1965 from N. A. Williams, Omaha
Re: National Council
6. Report of the National Convention Committee dated 10/15/64
7. Health Service Committee - Report
8. Joint Administration/Convention Committee - Report
9. Other Business



HAMILTON CONVENTION CENTRE

2

GENERAL MANAGER'S REPORT

TO BOARD

HAMILTON CONVENTION CENTRE

March 11, 1983

MARKETING/SALES

February was a busier month than January, and sales rose, especially for the end-months September to December. Despite this, sales were under budget and the "to-date" figure is \$13,000 down for the year. The Sales Manager reports business is picking up and I am still optimistic that the \$1.4 million budgeted figure can be met. Meanwhile, expenses are being carefully controlled to meet bottom-line figures.

Additionally, it is expected that newspaper and magazine advertisements placed in March, as well as new direct mail brochures will give us market emphasis. As well, the highly successful WINTARIO show and the Cable 4 promotion have added to public awareness of the Centre. Finally, the CBC Journal will feature the HCC in the near future.

OPERATIONS

The last month has featured the well-attended Mardi-Gras, the Ontario Electrical League Convention and another successful Ontario Provincial Open Karate Championship. The Home Show saw some 25,000 in the Centre, and was a first class event.

In the next few weeks, HCC will be busy with Women's World, the Junior Farmers' Convention and the Sports and Leisure Show. A new show has been added at end-March, the Garden and Flower Festival.

FINANCE

The salary study draft arrived this week. It will be presented to the Administration & Operations Committees as soon as possible.

PERSONNEL

Mr. Scott Walker has resigned, effective March 25, 1983.



AMERICAN COMMERCE

2

REVENUE DEPARTMENT

WASHINGTON

UNITED STATES DEPARTMENT OF THE INTERIOR

March 11, 1907

WASHINGTON

Very much has been done in the past few years, especially for the purpose of increasing the production of oil and gas. The Government has been very successful in this regard, and the results have been very satisfactory. The Government has been very successful in this regard, and the results have been very satisfactory.

The Government has been very successful in this regard, and the results have been very satisfactory. The Government has been very successful in this regard, and the results have been very satisfactory.

Very much

The Government has been very successful in this regard, and the results have been very satisfactory. The Government has been very successful in this regard, and the results have been very satisfactory.

The Government has been very successful in this regard, and the results have been very satisfactory. The Government has been very successful in this regard, and the results have been very satisfactory.

Very much

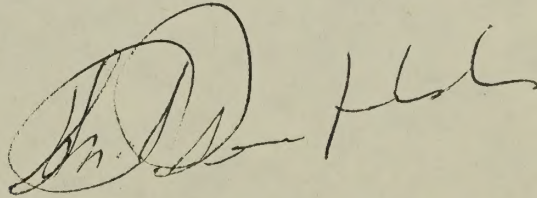
The Government has been very successful in this regard, and the results have been very satisfactory. The Government has been very successful in this regard, and the results have been very satisfactory.

Very much

Very much

March 11, 1983

A new banquet manager, Mr. Bruce McCrady, will commence employment effective March 14, 1983. Mr. McCrady is a graduate of Ryerson Polytechnical Institute and has a wealth of experience with Holiday Inns. He has held the Catering Manager position in three locations -- Toronto, Hamilton and Burlington, and most recently the position of Assistant Manager with the St. Catherines location.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', written in a cursive style.

William J. Penfold,
General Manager.

WJP:bc

I am enclosing herewith, for your information, a copy of a letterhead memorandum dated March 10, 1961, which was received from the Office of the Secretary of Defense. The memorandum contains information regarding the activities of the Central Intelligence Agency in the area of defense intelligence. It is requested that you review this information and advise the Joint Chiefs of Staff of your views thereon.



William J. Taylor
General, Staff

WJL:ml

4:30 p.m.
 Albion "C"
 February 7, 1983.

3

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C.
 Mr. Bill Stetson
 Alderman James A. Bethune
 Mr. Keith L. Clark
 Mr. Jack Krieger
 Mr. David O. Braley
 Alderman Henry Merling
 Alderman Brian Hinkley
 Mr. Terry E. Yates

Also Present: Mr. William J. Penfold, General Manager
 Mrs. Bonnie Cook, Secretary

Election of
 Chairman

1. Election of Chairman

On the motion of Alderman Brian Hinkley, seconded by Alderman Henry Merling, Mr. Milton J. Lewis, Q.C. was re-elected Chairman of the Board.

Election of
 Officers

2. Election of Officers

On the motion of Alderman Brian Hinkley, seconded by Alderman Henry Merling, Mr. Bill B. Stetson was re-elected First Vice-Chairman of the Board.

On the motion of Mr. Jack Krieger, seconded by Mr. David O. Braley, Alderman James A. Bethune was re-elected Second Vice-Chairman of the Board.

Appointment
 of Committ-
 ees

3. Appointment of Committees

On the motion of Alderman Brian Hinkley, seconded by Mr. Terry Yates, the following Committee structure was approved for 1983:

Audit/Finance Committee

Mr. David O. Braley, Chairman
 Alderman Henry Merling, Member

Marketing/Sales Committee

Mr. Terry E. Yates, Chairman
 Mr. Jack Krieger, Member

Administration Committee

Mr. Keith L. Clark, Chairman
 Alderman Brian Hinkley, Member

Operations Committee

Mr. Bill B. Stetson, Chairman
 Alderman James A. Bethune,
 Member

Chairman's
 Remarks

4. Chairman's Remarks

Mr. Lewis officially welcomed Alderman Hinkley to the Board, and welcomed Mr. Bill Stetson, Mr. Keith Clark, and Alderman Henry Merling back to the Board. He stated that in 1983, the Board

would concentrate more on its role of setting policies, and less on the operations of the facility. With the General Manager in place, there should be a smooth administrative flow.

General
Manager's
Remarks

5. General Manager's Remarks

Mr. Penfold reported to the Board on the areas of sales, finance, operations, and miscellaneous matters. With regard to sales, he commenced by showing the Board a graph indicating 1982 actual revenues, 1983 budgeted revenue, and 1983 actual. He indicated to the Board that some \$64,000 of revenue was generated in the month of January, 1983, which is approximately \$18,000 over budget. Mr. Penfold advised the Board that in the spirit of competition, three functions were lost to the Royal Connaught Hotel, and attempts are being made to regain this lost revenue. A wedding promotion held in January at a cost of \$1,000 has netted seven weddings, and an anticipated net revenue of \$10,000. He also stated that Patricia Lee has been hired as Sales Representative at a salary of \$20,800. Her sales and marketing experience was obtained at Morgan & MacLeod Marine, Skylark Holidays and Oyez in Toronto.

With regard to Finance, the results for 1982 are not available because the City is currently working on year-end. However, the Centre's deficit should not exceed \$565,000 which is \$410,000 under budget. The month of January is also expected to be under budget.

In the operations division, work has been undertaken to get the building in shape. Walls have been repaired and painted, windows and rugs cleaned and better interior and exterior signage is on the way.

Mr. Penfold reported that the salary review is under way and should be completed at the end of February. Policy manuals are being prepared and general manager's and planning committee meetings are held weekly to facilitate decisions and encourage internal communication. Two TV promotions are being staged in February, one on Cable 4 and the other a Wintario Draw. Mr. Penfold also reported on some successful functions in January and February and on coming conventions and trade shows.

He stated he is cutting costs and emphasizing sales to meet the budget, and is confident sales can be increased, especially during the last half of the year.

It was noted that the Board requested future reports of the General Manager to be in writing.

General
Manager

Minutes

6. Minutes of the Previous Meeting

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved the minutes of the meeting of November 30, 1982 as circulated, subject to the second paragraph under Item 1 - Chairman's Remarks, being amended to indicate that Alderman Henry Merling is rejoining the Board, and is not a new member. The Board reviewed the minutes for items requiring

Secretary

action, and discussed certain specific areas, including the following:

Documentat-
ion to
Library

(a) Documentation to the Library

The Board was advised that effective immediately, the Library will receive agendas and supporting material covering all matters which are not of a confidential nature.

Secretary

Liquor
Service

(b) Liquor Service

The Board was advised that the Centre's mini contract indicates that age of majority cards are mandatory. This information is also visible on tickets to public events such as the Mardi Gras. The system of liquor service and accompanying security precautions has been examined and tight controls are in place.

1983
Operating
Budget

(c) 1983 Operating Budget

Alderman Hinkley advised the Board that the Finance Committee will ask the Centre to re-evaluate its 1983 Budget with a view to lowering the deficit by \$5,950.00. This will result in a zero increase over 1982's position.

General
Manager

1983
Capital &
Reserves

(d) 1983 Capital Submission and Establishing of Reserves for Capital Replacement

The Board was advised that the Centre's request for capital funds for 1983 is in the hands of the City Treasurer, and management is awaiting Mr. McFarland's advice as to how the City will deal with this request. The Centre also wishes to set up a reserve for capital replacement in which funds can be set aside on an annual basis for major capital purchases. It is proposed to create this reserve from a portion of the Centre's unspent 1982 operating budget allocation. However, the treatment of this proposed reserve is in the hands of the City, and the Board is awaiting advice from the Treasurer on this matter as well.

Alderman Hinkley went on record as being supportive of the concept of creating reserves as well as the incentive that goes hand in hand with that concept of spending wisely and thereby achieving savings each year. He suggested that it would be advisable for the Chairman and General Manager to attend the Finance Committee meeting when these matters are discussed.

Correspond-
ence

7. Correspondence

- (a) Letter dated January 19, 1983 from Barry E. Massey to Reg. Whynott, indicating the concern of the Royal Connaught over the Centre's change to local emphasis, and in particular the wedding promotion and proposed outdoor restaurant.

Mr. Lewis advised the Board that he had received a copy of a letter from Mr. P. A. Pappas, proprietor of Grapes and Things addressed to the Mayor, in which Mr. Pappas indicated his concern over the outdoor restaurant, and asked that the Centre reconsider this proposal.

Alderman Merling advised that many people share those concerns. While he recognized that the lack of hotel rooms has hindered the Centre from attracting conventions, it was his feeling that it may not be wise to go into local business. He recognized that the Centre is trying to meet budget lines, but also pointed out the need to bring outside business into the City. He felt that to concentrate on the local market alone was a mistake, and mentioned the Centre is too expensive for some groups. Alderman Merling stated, however, he thought the Centre should continue to attempt to attract the large functions like Mardi Gras and Festitalia.

Mr. Lewis explained to the Board that about 1/3 of the way into the year in 1982, the Board recognized that in order to maintain the budget, a shift in emphasis was necessary. The Board recognized that no matter how much money was spent on external promotion for conventions, the lack of guaranteed hotel space made it impossible for external advertising and promotion to be effective. The Board examined the problem carefully and concluded that in the short term, local and regional sales were necessary in order to maintain responsible revenues.

Mr. Lewis mentioned the Centre has been accused of being pricey, and can therefore not secure some of the business it might otherwise be able to attract. It was his opinion that if the Centre were to compete on price as well, it would receive even stronger criticism from local businesses.

Alderman Hinkley advised the Board that the approximate \$500,000 advertising budget expended in 1981 was the subject of discussions by City Council. Council members had criticized the Board for spending this money on national and international promotion when it was evident that sufficient hotel accommodations were unavailable for large conventions. Council felt these expenditures were not cost effective and suggested that the matter be examined. It was Council's wish that the deficit be kept down as much as possible, and advertising expenses trimmed. The Board responded by changing its advertising emphasis and Council was aware of the change in policy. Alderman Hinkley felt Council supported the Board's change in direction and was satisfied that the Board would look to local and regional business, at least for an interim period.

He also advised that another criticism from City Council was that the Centre was not making good use of the promotional efforts of the Regional Economic Development Department, and the Board responded and now works on joint promotions with the Region to achieve cost economies and other benefits.

He stated the Board, which is accountable to City Council, has an obligation to listen to the wishes of Council. The Convention Centre Board has responded in a positive manner and is now being criticized for carrying out Council's wishes. He felt that this situation was unfair.

- (b) Letter dated February 1, 1983 from Mr. B. D. Laing, Supervisor of Conservation Education, Hamilton Region Conservation Authority, in which Mr. Laing makes several positive suggestions regarding signage and lighting.
- (c) Letter dated January 25, 1983 from Joan E. Barlett, Canadian Cannery Limited, complimenting the Catering Representative on her service during that company's recent function.
- (d) Letter dated December 6, 1982 from Dave McKay, Man Environment Impact II Conference, complimenting the Catering Manager and all staff for their efforts during their conference.
- (e) Letter of appreciation from Mr. Jack Millar, Chairman, Operation Xmas, Local 1005, United Steelworkers of America, dated January 7, 1983.
- (f) Letter of appreciation for service, complimenting the Catering Representative dated January 20, 1983, from Terry Lindey, Penco Wholesale Distributors.

On the motion of Mr. Bill Stetson, seconded by Mr. David Braley, the Board received the above correspondence for information, subject to Item 7(a) being further considered in conjunction with the presentation of the Marketing Plan.

Marketing Plan

8. Marketing Plan

Mr. Penfold presented the marketing plan to the Board. He began by showing graphs indicating the actual 1982 and budgeted 1983 sales revenue, catering revenue and total 1982 revenue of 1.4 million dollars. He provided the Board with an overview of the plan, including the Centre's mandate on advertising concentration, the factors he examined in preparing the plan, the decisions made regarding advertising, promotion, local awareness emphasis and budget split of 85% towards the local market and 15% to national and international.

February 7, 1983.

A discussion was held on the use of the word, "affordable" in promoting the Convention Centre. Some Board members felt the Centre should not take this approach, but rather be straight-forward in telling clients that the Centre charges more, but provides superior quality and superior service and presentation.

The Board also discussed the proposed outdoor restaurant. It was stressed that the restaurant was in the conceptual stages only, and that the main question at this point was the 85% - 15% split.

Alderman Hinkley inquired as to whether the Centre has a method of identifying local delegates to conferences who could make bid presentations to their respective associations, promoting Hamilton as a conference destination. Mr. Penfold advised that the Centre receives computer print-outs on various national and international conventions, determines those that could be accommodated in Hamilton, and seeks out the contact person. The Centre also works on joint promotions with the Economic Development Department and Hotels to attempt to generate convention business.

Alderman Merling reiterated his view that he was not in favour of looking solely to the local market in 1983.

Mr. Yates pointed out to the Board that it would cost considerably more than \$50,000 (which is the amount budgeted for 1983 advertising) to change the direction of the marketing plan at this stage.

After further discussion on the direction of the plan, on the motion of Alderman Brian Hinkley, seconded by Mr. Jack Krieger, the board approved the 1983 marketing plan as presented. Alderman Merling was recorded as being opposed.

9. Proposed Meeting Schedule

The Board discussed a proposed timetable for meetings. It was decided that meetings be held on the second Monday of each month starting at 4:30 p.m. with the next meeting to be on March 14, 1983.

10. Other Business

An inquiry was made as to whether the Centre stocks Amstel products in that Amstel is the City's local brewery. Mr. Penfold confirmed that Amstel is now stocked and available.

The Board then met in camera to discuss:

- (a) Status of the lawsuit of John Pilato
- (b) Staff

The meeting then adjourned.

TAKEN AS READ AND APPROVED:

B. Cook, Secretary.

MILTON J. LEWIS, Q.C., CHAIRMAN

Proposed
Meeting
Schedule

Amstel
Products

Lawsuit
Staff



Bertin Stables Ltd.

3445 DUNDAS ST. W., OAKVILLE, ONTARIO L6J 4Z3

FEB 09 1983

4(a)

Feb. 7, 1983

Dear Renate,

Just a short note to thank-you for all
your help during the preparations for the
Hamilton Hunt Ball.

All I have heard are good reports, so
we feel it was a great success.

Sincerely,

Sandra Bertin

SB/mp

Porter Stables Ltd.

10, Market Street, LONDON, E.C. 4

10th May 1941

Dear Sir,

I am writing to you

in regard to the order for

the delivery of the goods

which you have placed

with us on 10th May 1941

and we are sorry to hear

that you are

unable to accept the

offer of delivery

Yours faithfully,

W. Porter

Director

honouring

HAMILTON'S OUTSTANDING HIGH SCHOOL ATHLETES

*Honorary Chairman**Founder*

SAUL SMURLICK

Chairman

IAN YANOVER

Lodge President

JAY STATE

Committee

CUPPY KATZ
 GERALD SMURLICK
 PAUL HANOVER
 LESLIE LEVITT
 BARRY FOSTER
 HARRY BEUBE
 STEVE DELMAN
 SHERIDAN LAX
 MORRIS SMURLICK
 TERRY WUNDER
 ALAN BORDEN
 NORM BENNETT
 JACK FOSTER
 SID BELL
 JAY ROSENBLATT
 RICHARD LEVY
 MARVIN STRINGER
 MARK NAGLER
 AL FOREMAN
 GORD ZACK
 BARRY ROSENBLOOD
 JOHN ROSS
 SAM BERMAN

MAR 01 1983

B'NAI B'RITH 32nd

ANNUAL SPORTS CELEBRITY NIGHT

4(b)

Monday, January 31st, 1983

February 21, 1983

Colonel William J. Penfold,
 General Manager,
 Hamilton Convention Centre,
 115 King Street West,
 Hamilton, Ontario,
 L8P 4T9.

Dear Colonel Penfold:

I am writing to thank management and staff of the Hamilton Convention Centre for their fine co-operation at our 32nd Annual Sports Celebrity Night. The total participation and supervision of the staff during the Dinner, being there at all times, and the excellent quality meal served have resulted in many compliments paid to our committee which we pass on to you. All were a pleasure to work with. Needless to say, without this outstanding service, our Dinner would not have been the success it was.

We did, however, encounter one problem with your facilities which we hope will be corrected in the near future. The lighting equipment was inadequate for our head table requirements and we were forced to bring in additional lighting from elsewhere. We hope that your budget will allow additional lighting to be installed in order that we will not have to deal with the problem at a future dinner.

Thank you again for your help.

Yours truly,

Ian Yanover,
 Chairman

c.c. Mr. Milton Lewis

Address Correspondence to: 1685 Main Street West

HAMILTON, ONTARIO, CANADA





FEB 25 1983

THE ONTARIO ELECTRICAL LEAGUE

2 Carlton St., Suite 818 • Toronto M5B 1J3 • Telephone 592-3861

February 23, 1983

4(c)

Stephen H. Dockman
Convention Services Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Steve:

First of all let me thank you and your staff for all the help and consideration over the three days in February during our Annual Convention.

All delegates were impressed by both the convention facilities and the excellent service.

On behalf of myself and staff, I would like to thank you for making our jobs so easy and enjoyable.

Yours truly,

R.S. McCarten
Manager

RM/hs



HAMILTON CONVENTION CENTRE

4

AIDE MEMOIRE

OPERATIONS COMMITTEE

PLANT MAINTENANCE

February 17, 1983

I have toured the Centre with Mr. Staalduinen, a Stoney Creek flower wholesaler, who states that, at the best of times, it is very difficult to keep plants alive and looking well under the existing lighting. The facts that we move plants to beautify meeting rooms and turn out lights when the Centre is empty compound the problem. As a result, we have twenty-one containers which are empty because plants have died.

In January, HCC terminated the plant contract with the Interior Landscape Group who were charging \$322.00 per month and commenced caring for the plants with "in house" staff. This has not proven to be satisfactory because a large amount of experience is required to give proper care. It was obvious that the plants were losing their vitality and management did not wish to lose the large investment in greenery.

Therefore, along with the Toronto firm's quote, two other quotes were sought on maintaining the existing plants: one with Staalduinen and one with City Parks. Staalduinen was the lowest at \$125.00 per month, and they have been contracted. City Parks could not meet Staalduinen's price and declined to quote.

To fill the empty containers with new plants would not only cost for the plants, but also increase the maintenance charge. It is therefore proposed that the Centre purchase high quality, artificial plants to avoid the additional charge. Cost of the artificial plants would be

THE STATE

OF THE

LEGISLATURE

January 1, 1901

I have the honor to acknowledge the receipt of your letter of the 29th inst. in relation to the proposed amendment to the constitution of the State, and in reply to inform you that the same has been referred to the committee on the subject, and that they are now engaged in a study of the same. It is the policy of the Legislature to consider all amendments to the constitution, and it is the duty of the committee to report thereon as early as possible.

I am, Sir, very respectfully,
Your obedient servant,
J. B. [Signature]

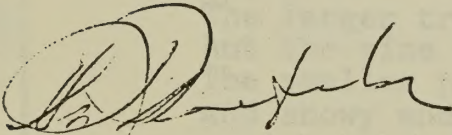
Enclosed, along with the letter of the 29th inst., are three copies of the proposed amendment to the constitution of the State, and also a copy of the letter of the 29th inst. in relation to the same. Very respectfully,
J. B. [Signature]

Very respectfully,
J. B. [Signature]

approximately \$3,600 (see attached), but these should not be purchased until the HCC is in a better position financially.

In the long term, it is felt all the existing live greenery will die; this should be replaced by artificial.

It is therefore recommended that the Centre continue with Staalduinen maintaining the present greenery at a cost of \$125.00 per month, and replace dead plants with artificial as the Centre can afford.



William J. Penfold,
General Manager

WJP:bc

Yours sincerely,



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...the ... of the ... and ... of the ...

...the ... of the ... and ... of the ...

[Handwritten signature]

...the ... of the ... and ... of the ...

...

Shirley Small
Ethel Allen

FEB 10 1983

Arbor Florists
LIMITED

10 John St. North

Phone 528-8423

Hamilton, Ontario

February 8th, 1983



Bonnie Cook,
Convention Centre,
Hamilton, Ontario

Dear Ms. Cook:

Enclosed is a list of plants selected
for their very high quality to give a
showy appearance in the Convention Centre.

The larger trees are sized from 3' to 7'
but the size could be altered if you wish.
The smaller plants are also assorted, full
and showy and of the same high quality.

I have selected what I believe to be the
best types of plants for your needs.

JH
Litho USA

Many thanks for calling us and if you
decide to replace with the silk plants,
we would be happy to do it for you.
(Please contact Ethel Allen or
Shirley Small.)

Yours sincerely,

Shirley Small

Walter Thompson

100 Broadway
New York, N.Y.

February 27, 1917

Dear Mr. Conant:

Enclosed is a list of plants selected for study very much owing to a heavy appearance in the Connecticut State.

The larger trees are listed first, but the size should be stated if you wish. The smaller plants are also arranged, but not nearly and of the same size.

I have selected about 100 plants to be the best types of plants for your study.

Very thanks for calling me and if you should be ready to replace with the silk plants, we would be happy to do so for you.
Sincerely,
Walter Thompson

Yours sincerely,

Walter Thompson



Shirley Small
Ethel Allen

Arbor Florists LIMITED

10 John St. North Phone 528-8423
Hamilton, Ontario

21 Large Plants

Bamboo trees	4 @	150.00	600.00
Ficus	2 @	375.00	750.00
Dracena (3 stalks per plant)	2 @	160.00	320.00
Diefenbachia (3 stalks per plant)	4 @	60.00	240.00
Giant dieffenbachia	4 @	67.50	270.00
Philodendron	5 @	75.00	375.00

71 Small Plants

Evergreens	11 @	30.00	330.00
Plantation plants	24 @	6.00	144.00
Spathiphyllum	10 @	30.00	300.00
Feather plants	10 @	22.50	225.00
Laurel plants	10 @	30.00	300.00
Spider plants	10 @	30.00	300.00

Less 20%

Installation - labour

4154.00
830.80
3323.20
320.00
3643.20



6

HAMILTON CONVENTION CENTRE

MARKETING/SALES COMMITTEE

R E P O R T

The Marketing/Sales Committee met on March 8th, 1983, and reports as follows:

1. Outdoor Restaurant

The Committee advises that no problems are foreseen in securing all of the requisite City approvals for the proposed noon cafe, and it is also expected that the Liquor Licence Board of Ontario approval will be forthcoming.

However, prior to considering whether this project should be proceeded with, the Committee has requested that the General Manager prepare a detailed report on the financial viability of the noon cafe. Upon receipt of such information, the Committee will be in a position to make a recommendation to the Board.

2. Examination of Rates - Civic Facilities

Because all civically-funded facilities are currently charging different rental rates, the Committee requested that the General Manager write to the Chief Administrative Officer of the City, requesting that these rates be examined.

3. Marketing/Sales Department - Re-organization

The Committee feels that some of the functions of the Sales Department are continuously overlapping with those of the Catering Department, in that there is not always a distinction as to where one Department's involvement stops and the other's starts.

Additionally, revenues are segregated as either Sales or Catering revenues, and it is the Committee's view that this is unnecessary.

The Committee therefore recommends that the Marketing/Sales function of the Centre be re-organized with positions, functions and responsibilities defined, and targeted for review and approval by the Committee by April 15th, 1983.

4. Sales Reports

For the information of the Members of the Board, attached are reports for January and February from the Sales Manager. Future reports will include a further column indicating the dollar value of all bookings (both tentative and definite) as well as an estimation of the net profit of each function.



UNITED NATIONS

GENERAL ASSEMBLY

1950

Report of the Secretary-General on the work of the Organization, 1950

1. Introduction

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

2. Organization of the Secretariat

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

3. Secretariat of the United Nations

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

4. Other matters

The Secretary-General has the honor to acknowledge the receipt of the report of the Secretary-General on the work of the Organization, 1950, and to express his appreciation for the efforts of the Secretary-General and his staff in the preparation of this report.

5. Advertising and Promotion

The Committee received the attached update on the Centre's advertising and promotional activities, which is submitted herewith for the information of the Board.

The Committee advises that the Centre received tremendous publicity and exposure from the recent Wintario draw initiated and organized by Mary Margaret Webster, at a cost of under \$2,000.00. Mrs. Webster is to be commended for her efforts in that regard.

The Committee endorses wholeheartedly the principle of joint promotional activities with the major Hamilton hotels and the Region.

RESPECTFULLY SUBMITTED,

Terry E. Yates per se
TERRY E. YATES, CHAIRMAN

B. Cook,
Secretary

The following information is being furnished to you for your information and guidance only. It is not intended to be used for any other purpose without the express written consent of the Government of the United States of America.

The information contained in this document is classified as "Confidential" and "Proprietary" under the provisions of the Espionage Laws of the United States of America. It is the policy of the Government of the United States of America to protect this information from unauthorized disclosure to the public.

The Government of the United States of America is not responsible for the use or misuse of this information by any person or organization. It is the responsibility of the user to ensure that this information is not disclosed to unauthorized persons.

CONFIDENTIAL AND PROPRIETARY

John A. Smith
Director of the Office of the
Inspector General

U.S. GOVERNMENT
PRINTING OFFICE

J A N U A R Y 1 9 8 3

5

Monthly Overview Sales/Marketing Department

	Personal	Telephone	In-House	Mail
Contacts	2	19	3	4
	6	30	6	10
	5	17	5	7
	12	15	40	4
	<u>25</u>	<u>81</u>	<u>54</u>	<u>25</u>

New Accounts Opened: 20

Total Contacts: 185

Abbreviations Key

C - convention/conference
S - seminar
R - reception
L - luncheon

January Bookings

<u>efinite</u>		<u>Date</u>	<u># of Persons</u>	<u># of room nights</u>
MW	Ontario Psychogeriatric Association (C)	Oct. 3-5/83	500	900
MW	Hamilton Electrical Maintenance Club (C)	May 10-12/83	500	900
MW	Professional Secretaries Int. Ham. Chaptr. (S/L)	April 30/83	100	2
MW	Wintario Draw & Reception	Feb. 17/83	1200	n/a
MW	Hamilton Construction Association (S)	March 2/83	50	n/a
MW	Hamilton-Wentworth Lung Association (S/L)	Feb. 8/83	12	n/a
MW	Canada Coach (Funtrack) (R)	Feb. 13-14/83	250	n/a
MW	Westinghouse Inc. (C)	Nov. 16-17-18/83	130 . . .	20
MW	Office of Religious Education R.C. Diocese of Hamilton (S/L)	Sept. 10/83	1500	5

<u>entative</u>				
MW	Business & Professional Women's Club (S/L)	April 16/83	100	n/a
MW	Amnesty Task Force (S)	Feb. 16/83	20	n/a

Additional Revenues

ER Display Window Rental -- \$625.00

for 1968 - 1970

Business Lost/Cancelled

Hamilton Chiropractic Society seminar/luncheon -- 125 people for April 17, 1983
Society doesn't have budget to conduct seminar this year at all. (estimated
value of lost business \$1500)

Ontario Secondary School Counsellors Association -- lost final day of convention
(Saturday, October 22/83) - Hotel (Royal Connaught) cheaper. (estimated value
of lost business \$3600)

Society of Management Accountants of Canada -- 1,000 people for July 2 - 5, 1985
(estimated loss to H.C.C. \$58,500 - estimated loss to City of Hamilton \$200,000).

Hamilton Electrical Maintenance Club -- 500 people for May 12/83 -- chapter
conflict over dates/arrangements (estimated value of business lost \$6400).

Commentary

Sales Manager conducted interviews for sales representative position throughout
the month.

Sales department tentatively booked five weddings based on wedding promotion
with a dollar value of \$17,000.00

Departmental activities

Sales Manager and sales secretary set-up room 314 for two days for bridal show
-- also staffed

Sales Manager co-ordinated wedding window display

Arranged for cable four T.V. show interview of General Manager

Attended I.A.E. luncheon meeting

Gave comprehensive site inspection of whole complex for Hilton Sales Executives
from Great Britain and U.S.A.

Completed job specification forms for TS & K study

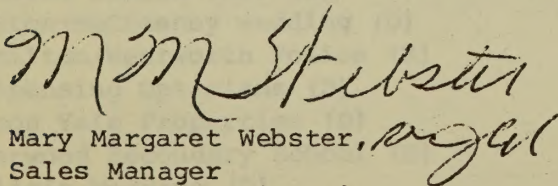
Attended evening meeting with hoteliers (steering committee)

Wrote promotional copy for print advertising -- Hamilton Magazine/Spectator

Scheduled and co-ordinated professional photographer's visits for photographic
work

General Planning Committee meetings - internal only

Respectfully submitted,


Mary Margaret Webster, *agw*
Sales Manager

MMW:jer

5

F E B R U A R Y 1 9 8 3

Monthly Overview Sales/Marketing Department

	<u>Personal</u>	<u>Telephone</u>	<u>In-House</u>	<u>Mail</u>
Contacts	9	24	7	12
	7	16	2	9
	6	29	15	17
	13	80	9	14
	35	149	33	52

New Accounts Opened: 46

Total Contacts: 269

Abbreviations Key

C - convention/conference
S - seminar
R - reception
L - luncheon

February Bookings

finite

	<u>Date</u>	<u># of Persons</u>	<u># of room nights</u>
W Major Industry (confidential)	Dec. '83	several thousand	n/a
W Human Factors Association Canada (C)	Oct. 28/29/83	100	n/a
W Hamilton Engineering Institute (S/L)	Oct. 24/83	300	n/a
W Ontario Assoc. of Municipal Assessors (S/L)	May/83	75	n/a
Westmount Secondary School (D)	Oct. 22/83	250	n/a
W Business & Professional Women's Club (S/L)	April 16/83	100	n/a
W Amnesty Task Force (S)	Feb. 16/83	20	n/a

ntative

W Hamilton Construction Association(S)	April 14/83	50	n/a
W Leeds Bridal Show	Jan/84-Jan/89	1000 each	n/a
W Westinghouse Comptrollers Conference(C)	June 6-7/83	100	25
W Shaklee Canada Inc. (S)	Sept. 9/83	2200	10
W Huston-McChesney wedding (D)	Sept. 3/83	100	n/a
W Hamilton/Wentworth Police (R)	May 20/83	350	85
Dispensing Opticians (D)	May 11/83	40	n/a
Eaton Yale Properties (D)	Dec. 10/83	150	n/a
Sherwood Secondary School (D)	June 22/83	300	n/a
Millsip Wedding (D)	June 16/84	150	n/a
Hamilton Brd. of Ed. - Quarter Century Club(D)	Oct. 17/83	350	n/a
Winthrop Labs (M/R)	Sept./83	100	n/a

Summary of the 1987

1987	1986	1985	1984
12	1	28	3
8	3	14	7
11	10	22	8
14	8	20	11
83	33	102	22

the 1987

Information Key

- 1 - 1987
- 2 - 1986
- 3 - 1985
- 4 - 1984

Summary of the 1987

1987	1986	1985	1984
12	1	28	3
8	3	14	7
11	10	22	8
14	8	20	11
83	33	102	22

the 1987

1987	1986	1985	1984
12	1	28	3
8	3	14	7
11	10	22	8
14	8	20	11
83	33	102	22

the 1987

Additional Revenues

JER Display Windows Rental -- \$475.00

Business Lost/Cancelled

Jaycees Canada -- July '83, 800 delegates, going to hold entire convention in the Royal Connaught Hotel because its cheaper -- estimated loss of revenue \$10,000.

Travel Marketplace -- April '83, 500 people seminar/reception, will re-book for 1984 when economic conditions improve - estimated revenue loss \$5000

Westinghouse Comptrollers Conference -- June 6-7/83, 100 delegates, all sessions will be held within their hotel Burlington Holiday Inn -- shuttle service too expensive and too time consuming -- estimated revenue loss \$4,000

Commentary:

Sales representative Patsy Lee hired. Two week introduction and training period for sales representative.

Seeking television production contracts for July-August, 1983

Seeking major Political Party convention for July, 1984 (CONFIDENTIAL)

Departmental Activities:

Rep and Mgr staffed Wintario Draw and reception.

Mgr attended I.A.E. meeting

Rep and Mgr attended sales meeting with G.M.

Sales/Marketing departmental meeting

Festival Country seminar at H.C.C.

Liaison with Chamber of Commerce officials over Wintario

Ticket sales -- Wintario

Meeting with Novatel's Director of International Marketing

Familization Tour and Site Inspection -- Senior Executives, American Association of Economic Development

Respectfully submitted,

Mary Margaret Webster

Mary Margaret Webster, (Mrs.)
Sales Manager

MMW

MMW:jer

Administrative Summary

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Administrative Summary

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HAMILTON CONVENTION CENTRE

REPORT ON ADVERTISING AND PROMOTION

TO THE MARKETING/SALES COMMITTEE

ADVERTISING

Advertising is now being prepared for The Spectator and a Hamilton Magazine ad will appear in the March issue. A Spectator wedding issue is being prepared this week in which we will advertise and a banquets ad will be published the week after.

The contract for brochures is under tender now; two are being prepared -- one for weddings and the other for meetings and banquets. A presentation folder is also in the tender. Once these are printed (estimated end-march), a direct mail campaign will then be commenced for the Fall meeting and banquet trade.

PROMOTION

The Centre had extensive TV coverage during the last month. On 17 February, 1983, the WINTARIO draw program was held live, and gave solid promotion to the HCC. Additionally, two similar taped programs interviewing the GM were aired on Cable 4. Finally, CBC TV (The Journal) filmed the Centre during the Home Show and the footage will be shown on a future program. Total cost of this promotion was approximately \$2,000.00.

The GM has been invited to speak to KIWANIS in March and ROTARY in April. He will use photographs produced for the Centre by Tom Boschler. These same photographs will be used for the brochures and for sales presentations.

In co-operation with the City, the Sales Department will brief those Aldermen and City staff who will be attending meetings and conventions in other areas. The intent is that the Hamilton representative will have an information kit and brochure to promote Hamilton with the view to having future meetings and conventions hosted in this City.

Future Promotions

- Blood Donor Clinic - June
- Annual Open House - June
- Bus Tours with Lunch - Summer



WILSON COMMISSION REPORT

REPORT OF THE COMMISSION

IN THE MATTER OF THE

COMMISSION

Advertisement is now being prepared for the Commission and will appear in the next issue of the Commission. The Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission.

The Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission.

COMMISSION

The Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission.

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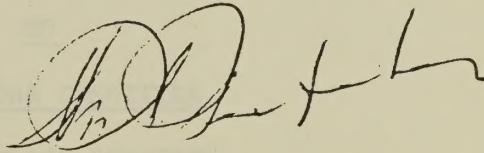
In conclusion, the Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission. The Commission is now in the process of preparing a report on the Commission.

COMMISSION

- Wilson Commission - June
- Wilson Commission - June
- Wilson Commission - June

March 4, 1983

- Career Days - March
- Use of Chedoke by Recording Groups - Summer.



William J. Penfold,
General Manager.

WJP:bc

Page 4 of 4

Approved by: [Signature]
Date: [Date]

[Signature]

Approved by: [Signature]
Date: [Date]

Page 4 of 4



HAMILTON CONVENTION CENTRE

AIDE MEMOIRE

TO

OPERATIONS COMMITTEE

OPEN PURCHASE POLICIES

February 17, 1983

The following open purchase policies are hereby recommended:

A. OPEN PURCHASE POLICY - FOOD

1. Open purchase of food bought for the HCC is subject to the following guidelines:

- (a) food is to be purchased from only Hamilton suppliers if practicable;
- (b) all Hamilton suppliers are eligible;
- (c) only top quality food is to be purchased;
- (d) the lowest price is to be accepted, taking into account quality and service;
- (e) all Hamilton suppliers are to be given a chance to supply once every six months; and
- (F) those suppliers who have not been up to standard and were purchased from are to be refused tender for one six-month period. Poor standard is to be documented.

2. Method of Open Purchase

Every six months, HCC staff are to approach all Hamilton suppliers to determine which suppliers offer top quality food with the best service, at the lowest price.

B. OPEN PURCHASE POLICY - Beverages

Open purchase of beverages bought for the HCC is subject to the following guidelines:

- (a) To ensure suppliers are accommodated, liquor companies will be rotated on each order;

WARRANTY CONTRACT

WARRANTY CONTRACT

1

WARRANTY CONTRACT

WARRANTY CONTRACT

WARRANTY CONTRACT

The following terms and conditions apply to the purchase of the following product:

WARRANTY CONTRACT - 1997

1. This warranty is made by the manufacturer of the product and is subject to the following conditions:

(a) This warranty is made by the manufacturer of the product and is subject to the following conditions:

(b) All products are subject to the following conditions:

(c) The warranty is made by the manufacturer of the product and is subject to the following conditions:

(d) The warranty is made by the manufacturer of the product and is subject to the following conditions:

(e) All products are subject to the following conditions:

(f) The warranty is made by the manufacturer of the product and is subject to the following conditions:

WARRANTY CONTRACT - 1997

The following terms and conditions apply to the purchase of the following product:

WARRANTY CONTRACT - 1997

2. This warranty is made by the manufacturer of the product and is subject to the following conditions:

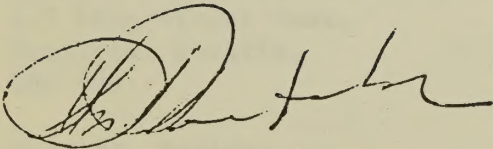
(a) The warranty is made by the manufacturer of the product and is subject to the following conditions:

February 17, 1983

- 2 -

Open Purchase Policies

- (b) Beer and wine suppliers are to be rotated proportionally as to quantity ordered; and
- (c) Customer requirements are to be taken into account at all times.



William J. Penfold,
General Manager.

WJP:bc

1. That the above information was obtained from a confidential source who has provided reliable information in the past.

2. That the above information was obtained from a confidential source who has provided reliable information in the past.



WILLIAM F. FULTON
Special Agent

WFF

MACGILLIVRAY & CO.
CHARTERED ACCOUNTANTS

Internationally: Spicer and Oppenheim

4 Hughson Street South
M.P.O. Box 679
Hamilton, Ontario L8N 3M5

Telephone (416) 523-7732
Cable Address: ESSANO, Hamilton

Montreal
Ottawa
Toronto
St. Catharines
Port Colborne
Brampton
Burlington
Hamilton
Listowel
Goderich
Winnipeg
Calgary
Edmonton
Prince George
Vancouver

January 12, 1983

Mr. David O. Braley,
Chairman, Audit
Finance Committee,
Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario,
L8P 4T9

Dear Mr. Braley:

We have completed our review of the internal control procedures and systems of the Hamilton Convention Centre. In addition, we have performed certain audit tasks on those systems. The results of our audit and conclusions thereon are contained in the attached management report.

Our audit has shown that significant improvements have been made in the internal control procedures and systems in 1982. We can appreciate the effort that management must have made in changing systems and implementing the required controls.

At the conclusion of our year-end audit we would anticipate that a further report would be forthcoming.

We wish to thank the administrative officers and staff for their willing cooperation during our audit.

Yours truly,

MACGILLIVRAY & CO.

per *Michael Collyer*

Michael G. Collyer, C.A.
Partner/ah
Enclosures

c.c. Mr. William Penfold *9/17/1*
General Manager

Mr. John Leuser, C.A.
Controller

MACCULLIVRAY & CO.

INCORPORATED IN CANADA

100 KING STREET WEST
TORONTO, CANADA

January 12, 1931

Mr. David H. Stealey,
Canadian Pacific
Engineering Department,
Canadian National Railway,
115 King Street West,
Toronto, Ontario.

Dear Mr. Stealey:

We have completed our review of the electrical control system and system at the Canadian National Railway. In addition, we have performed certain tests on the system. The results of our tests and our findings are contained in the attached management report.

The report also shows that significant improvements have been made in the electrical control system and system in 1930. We are impressed by the effort and management that have been made in developing system and implementing the system.

At the completion of our review and while we would anticipate that a further report would be forthcoming.

We wish to thank the administrative officials and staff for their willing cooperation during our audit.

Yours truly,

MACCULLIVRAY & CO.

per *W. J. MacCullivray*

W. J. MacCullivray, C.A.
President
Canadian

W. J. MacCullivray
W. J. MacCullivray, C.A.
President, Manager

Mr. John MacCullivray, C.A.
Controller

HAMILTON CONVENTION CENTRE
MANAGEMENT REPORT
NOVEMBER 30, 1982

Introduction and Purpose of Report

The activities and programs in this area have been strengthened considerably. All programs are now supported by proper budgets and the management committee has been established and the purpose of this management report is to provide information to the Board and the public regarding the activities of the Convention Centre. The Board has been informed of the activities and the management committee has been established. The management committee has been established and the purpose of this management report is to provide information to the Board and the public regarding the activities of the Convention Centre.

HAMILTON CONVENTION CENTRE

MANAGEMENT REPORT

NOVEMBER 30, 1982

Staff Organization

The recommendations on the spending and financial management have been followed and there has been a significant improvement in the financial management of the Convention Centre.

Financial Management

The management committee has been established and the purpose of this management report is to provide information to the Board and the public regarding the activities of the Convention Centre. The management committee has been established and the purpose of this management report is to provide information to the Board and the public regarding the activities of the Convention Centre.

Control over Budget, Expenditure and Financial Management

The various problems in this area have been completely corrected. The Board has established a permanent committee of management, consisting of representatives of the various departments of the Convention Centre and the Board. The management committee has been established and the purpose of this management report is to provide information to the Board and the public regarding the activities of the Convention Centre.

WILLIAM W. WILSON

1892-1893

1894-1895

h

HAMILTON CONVENTION CENTRE
MANAGEMENT REPORT
NOVEMBER 30, 1982

Entertainment and Travel Expenses

The controls and procedures in this area have been strengthened considerably. All payments are now supported by proper invoices and the entertainment vouchers indicate the person entertained and the purpose of that entertainment. This also applies to payments through petty cash. Although the Board has not yet set formal policies relative to entertainment and travelling expenses, the issues addressed in our previous management report are being studied. In the interim period these payments are being monitored closely and we have found no evidence of any abuse during the course of our audit.

Staff Gratuities

Our recommendations on the recording and controls over gratuities have been followed and there are no further problems in this area.

Special Bank Account

Payments through this account are now in accordance with the laid down procedures and are supported by proper documentation. All payments for liquor, beer and wine purchases have proper documentation which is examined prior to the issue of the cheque and proper receiving reports are made to support these payments. The signing authorities over this account have been increased and there is no problem remaining.

Control over Liquor, Beer
and Wine Tickets

The serious problems in this area have been completely corrected. The Centre now maintains a perpetual record of unused tickets, provides an independent check of the numerical sequence of these tickets and issues the tickets in the correct sequence until a roll is finished. In addition, the cashiers are recording their tickets issued in a proper manner.

MANAGEMENT REPORT (continued)

Purchasing Procedures

The Purchasing Department of the City of Hamilton has been actively involved in setting procedures in this area. The Centre is now using the City Purchasing Department on an ongoing basis. In addition, dollar amounts have been set relative to the required approvals for purchases.

Liquor and Beer Inventory

The result of our audit in this area was satisfactory and no further recommendations are required. The Centre has instituted an inventory control system which includes a perpetual inventory, monthly counts of inventory, preparation of monthly bar margin reports, and usage reports by function. In addition, access to the storage area has been limited and each bottle of liquor is now labelled as the property of the Convention Centre.

Cash Deposits

Our recommendations concerning the preparation and balancing of cash reports have been accepted and implemented. Our audit results indicated no errors in the preparation of cash reports. Reports are prepared for all functions and they are balanced to the cash received which is deposited on a current basis.

Processing and Payment
of Suppliers' Invoices

As in other areas, our recommendations have been accepted and instituted. Our audit showed that all purchase invoices are properly approved, supported by proper receiving information and show evidence that the clerical checks have been completed.

Discussion

The first step in the development of the system of evaluation was the selection of the criteria to be used. The criteria were selected on the basis of the following considerations: (1) The criteria should be relevant to the purpose of the evaluation. (2) The criteria should be measurable. (3) The criteria should be reliable. (4) The criteria should be valid. (5) The criteria should be feasible. (6) The criteria should be acceptable to the participants in the evaluation.

Findings and Conclusions

The results of the study are as follows: (1) The system of evaluation was found to be a valid and reliable method of evaluating the performance of the participants in the evaluation. (2) The system of evaluation was found to be a useful method of evaluating the performance of the participants in the evaluation. (3) The system of evaluation was found to be a practical method of evaluating the performance of the participants in the evaluation. (4) The system of evaluation was found to be a feasible method of evaluating the performance of the participants in the evaluation. (5) The system of evaluation was found to be an acceptable method of evaluating the performance of the participants in the evaluation.

References

The following references were consulted in the preparation of this report: (1) The system of evaluation was found to be a valid and reliable method of evaluating the performance of the participants in the evaluation. (2) The system of evaluation was found to be a useful method of evaluating the performance of the participants in the evaluation. (3) The system of evaluation was found to be a practical method of evaluating the performance of the participants in the evaluation. (4) The system of evaluation was found to be a feasible method of evaluating the performance of the participants in the evaluation. (5) The system of evaluation was found to be an acceptable method of evaluating the performance of the participants in the evaluation.

Appendix A

As it was noted, the system of evaluation was found to be a valid and reliable method of evaluating the performance of the participants in the evaluation. The system of evaluation was found to be a useful method of evaluating the performance of the participants in the evaluation. The system of evaluation was found to be a practical method of evaluating the performance of the participants in the evaluation. The system of evaluation was found to be a feasible method of evaluating the performance of the participants in the evaluation. The system of evaluation was found to be an acceptable method of evaluating the performance of the participants in the evaluation.

MANAGEMENT REPORT, continued

Payroll

Our audit indicated that the Centre's payroll system was operating accurately and effectively. We do, however, have the following minor recommendation to make.

Recommendation - The supervisors sign the payroll summaries to indicate their approval.

Presently supervisors prepare payroll summaries which are submitted weekly to City Hall for processing. The summaries are not signed to indicate the supervisors' approval. Even though the supervisors prepare the summaries, we feel that internal control would be strengthened by requiring supervisors to sign the sheets thereby accepting responsibility for accuracy and completeness.

Management has advised us that this recommendation is now in force.

General

The results of our interim audit tests were very favourable. The revenues and expenses of the Centre are being recorded on a current and accurate basis.

Hamilton, Ontario,
January 12, 1983.

General

Our audit indicated that the Board's (1) policy was generally sound and (2) that the Board was not fully informed of the company's financial position.

Recommendation - The Board should sign the report submitted to the Board for its approval.

Financially sound management requires control systems which are designed to provide a basis for decision making. The Board is not fully informed of the company's financial position. It is recommended that the Board should sign the report submitted to the Board for its approval. It is also recommended that the Board should be kept informed of the company's financial position at all times. The Board should be kept informed of the company's financial position at all times. Management has advised that this recommendation is not in force.

General

The results of our internal audit were very favorable. The Board and management of the Board are being treated as a normal and soundly basis.

Walter, Walter,
January 12, 1955.



HAMILTON CONVENTION CENTRE

PROPOSED 1983 CAPITAL PURCHASE OF AN "A" CART

Our assistant general manager has informed us that it is not safe to transport the grand piano throughout the facility without an "A" Cart. To correct this situation, we recommend purchase of an "A" Cart. Mr. John Avery, the City's Assistant Director of Purchasing, has advised us that the cost of an "A" Cart is \$722.25, including installation.

We are proposing to finance this purchase out of 1981 capital. The balance of 1981 capital remaining at December 31, 1982 is \$1,635.46.

John A. Leuser



STATE OF NEW YORK

IN SENATE

JANUARY 14, 1982

REPORT OF THE COMMISSIONER OF THE DEPARTMENT OF TAXATION AND FINANCE
ON THE REVENUE OF THE STATE FOR THE FISCAL YEAR 1981
AND THE REVENUE OF THE STATE FOR THE FISCAL YEAR 1982
AND THE REVENUE OF THE STATE FOR THE FISCAL YEAR 1983

THE COMMISSIONER OF THE DEPARTMENT OF TAXATION AND FINANCE
HAS THE HONOR TO SUBMIT TO THE SENATE
THE REVENUE OF THE STATE FOR THE FISCAL YEAR 1981
AND THE REVENUE OF THE STATE FOR THE FISCAL YEAR 1982
AND THE REVENUE OF THE STATE FOR THE FISCAL YEAR 1983

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7

HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE YEAR
ENDED DECEMBER 31, 1982

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

I N D E X

OPERATING RESULTS FOR

THE YEAR ENDED

DECEMBER 31, 1982

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Revenue recap 3301	Page 2.
Rental Revenues 3301 - 10	Page 3.
Food & Beverage Banquets 3301 - 20	Pages 4, 5.
Other Revenue 3301 - 30	
Expenditures Recap 3321	Page 6.
Administration 3321 - 01	Pages 7, 8.
Management Staff Recruitment 3321 - 02	Page 9.
Information Desk 3321 - 06	Page 10.
Financial Expenditures 3321 - 08	Page 11.
Building Maintenance 3321 - 10	Pages 12, 13.
Operations 3321 - 20	Page 14.
Marketing/Sales 3321 - 30	Page 15.
Food & Beverage - Administration 3321 - 50	Page 16.
Food & Beverage - Kitchen 3321 - 52	Page 17.
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Part-Time Labour Utilization Report	Page 20.
Analysis of Food & Beverage Costs	Page 21.
Inventories	Page 22.
Aging of Accounts Receivable	Page 23.

ACCOUNT NUMBER 3301 INDICATES REVENUES

ACCOUNT NUMBER 3321 INDICATES EXPENDITURES

HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE YEAR
ENDED DECEMBER 31, 1982

Enclosed are the operating results for the month of December, 1982 and the year ended December 31, 1982, which indicate a deficit of approximately \$55,826 and \$554,634 respectively.

It should be noted that the annual deficit of \$554,634 reflects central utility power charges of \$202,954. No provision, however, has been made in respect of the litigation.

It should be noted that the deficit of \$55,826 for the month of December, 1982, compares unfavorably with the \$20,500 deficit previously reported for the month of November due primarily to:

- (1) a decrease of \$43,993 in monthly operating revenues;
- (2) increased expenditures for operating supplies and equipment; and
- (3) directory advertising costs of \$3,510 in the month of December, 1982.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours truly,

John A. Leuser
John A. Leuser, B.Comm, C.A.
Director of Finance

SECRETARY OF THE ARMY

OFFICE OF THE SECRETARY OF THE ARMY

WASHINGTON, D. C.

1. The Secretary of the Army has the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

2. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

3. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

4. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

5. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

6. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

7. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

8. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

9. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

10. The Secretary of the Army has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
Your obedient servant,
The Secretary of the Army

Very respectfully,
Your obedient servant,
The Secretary of the Army

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Operating Results For The Month of November, 1982	Description	Unaudited Operating Results For		Percentage of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
		The Month Of December, 1982	The Year Ended December, 31, 1982		
\$ 20,500	The City of Hamilton Contribution 3301-02	\$ 975,000	\$ 55,826	56.9%	\$ 420,366
35,225	Rentals 3301-10	383,000	6,616	78.0%	84,442
102,753	F & B Sales Banquet 3301-20	1,371,000	83,533	75.3%	338,123
7,981	Other Operating Revenue 3301-30	62,700	11,817	151.3%	(32,170)
\$ 166,459		\$2,791,700	\$157,792	71.0%	\$ 810,761

Note: It should be noted that:

- (1) The operating statements have been prepared on the accrual basis of accounting; and
- (2) No provision has been made in the operating statements in respect of the litigation.

Unaudited
Operating Results For

Operating Results For The Month of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 35,225	Rentals - 3301 - 10-	\$383,000	\$ 6,616	\$ 298,558	78.0%	\$84,442
\$ 17,390	Wentworth - 10	73,600	500	108,441	147.3%	(34,841)
650	Display Windows - 11	6,000	800	3,050	50.8%	2,950
3,380	Albion Room - 20	36,600	2,585	38,378	104.9%	(1,778)
85	Meeting Room 201 - 21	32,000	-	1,531	4.8%	30,469
375	Meeting Room 202 - 22	7,800	50	8,023	102.9%	(223)
185	Meeting Room 203 - 23	7,800	-	4,707	60.3%	3,093
-	Meeting Room 204 - 24	2,000	-	900	45.0%	1,100
85	Meeting Room 205 - 25	2,000	-	3,138	156.9%	(1,138)
285	Meeting Room 206 - 26	12,000	114	7,352	61.3%	4,648
9,000	Chedoke - 30	161,000	1,900	88,448	54.9%	72,552
3,225	Webster Room - 31	33,000	319	25,065	76.0%	7,935
465	Meeting Room 314 - 32	8,000	248	8,325	104.1%	(325)
100	H.C.S.S. - 40	1,200	100	1,200	100.0%	-

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$102,753	F & B Banquet 3301 - 20 -	\$1,371,000	\$ 83,533	\$ 1,032,877	75.3%	\$ 338,123
\$ 66,459	Food - 10	758,000	52,770	665,037	87.7%	92,963
2,979	Coffee, Juice, Soft Drinks (non bar) and Tea - 15	25,200	2,060	36,991	146.8%	(11,791)
13,001	Liquor - 35	258,150	15,140	129,074	50.0%	129,076
8,666	Beer - 40	169,500	3,041	83,060	49.0%	86,440
10,998	Wine - 45	160,150	10,346	107,964	67.4%	52,186
650	Soft Drinks (bar) and Fruit Punch - 50	-	176	10,751	-	(10,751)

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 7,981	Other Operating Revenue	\$62,700	\$ 11,817	\$ 94,870	151.3%	\$ (32,170)
	3301 - 30 -					
90	Corrections to Prior Year Revenues - 12	-	-	5,492	-	(5,492)
3,826	Audio Visual, Elec. Lighting & Oper. Equip. Recoveries - 50	38,400	10,071 (1)	46,191	120.3%	(7,791)
390	Grand Piano Rental - 55	-	240	990	-	(990)
22	Staff Recovery - Bartender - 60	-	22	224	-	(224)
-	Staff Recovery - Wait Staff - 61	-	136	1,131	-	(1,131)
997	Staff Recovery - Cashier - 62	10,000	803	9,032	90.3%	968
405	Staff Recovery - Security - 63	10,000	72	10,030	100.3%	(30)
282	Staff Recovery - Room Preparation - 64	-	25	1,972	-	(1,972)
-	Decorating Percentage - 65	1,200	-	1,928	160.7%	(728)
-	Staff Recovery - Janitorial - 67	-	-	1,900	-	(1,900)
-	Staff Recovery - Elevator Operator - 68	-	=	324	-	(324)
-	Corkage Recoveries - 70	-	-	108	-	(108)

(1) Reflects a rebate in the amount of \$7,634 earned by the Centre on electrical services provided by an outside contractor to our clients.

		Unaudited Operating Results For					
Operating Results For The Month Of November, 1982	Description	Twelve Month 1982	Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
-	Conduct Money for Examination For Discovery - 71	-	-	-	25	-	(25)
-	Ticket Sales, Sports & Other - 89	-	-	-	7,323	-	(7,323)
-	Settlement of Events - 90	-	-	-	(7,323)	-	7,323
1,092	Smoke Shop Recoveries - 92	2,000		122	6,764	338.2%	(4,764)
43	Bell Canada Commission - 93	100		66	396	396.0%	(296)
-	Retail Sales Tax - 94	-	-	-	-	-	-
-	Rental of Tables - 96	-	-	-	962	-	(962)
-	Sale of Hamilton Games - 97	-	-	-	6	-	(6)
834	Miscellaneous Recoveries - 99	1,000		260	7,395	739.5%	(6,395)

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
	<u>EXPENDITURES 3321 -</u>					
\$ 23,674	Administration - 01	\$ 325,360	\$ 28,802	\$ 289,750	89.1%	\$ 35,610
-	Management Staff Recruitment - 02	-	209	1,152	-	(1,152)
2,499	Information Desk & Smoke Shop - 06	26,750	1,876	22,227	83.1%	4,523
1,285	Financial Expenditures - 08	15,800	(4,228)	2,029	12.8%	13,771
52,835	Building Maintenance - 10	851,350	42,021	522,754	61.4%	328,596
2,510	Operations - 20	46,380	2,731	40,400	87.1%	5,980
4,489	Marketing & Sales Promotion - 30	334,080	8,911	207,442	62.1%	126,638
4,375	F & B Admin. - 50	128,820	4,835	103,079	80.1%	25,741
15,554	F & B - Kitchen - 52	187,760	14,670	175,821	93.6%	11,939
59,222	F & B - Banquet - 54	875,400	57,947	615,810	70.3%	259,590
16	F & B - Wastage - 58	-	18	475	-	(475)
\$166,459		\$2,791,700	\$157,792	\$1,980,939	71.0%	\$810,761

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982		Twelve Month 1982 Operating Budget		The Month Of December, 1982		The Year Ended December 31, 1982		Percentage Of Total 1982 Budget Spent Or Achieved		Remaining 1982 Operating Budget	
\$ 23,674	Administration - 3321 - 01 -	\$ 325,360		\$ 28,802		\$ 289,750		89.1%		\$ 35,610	
14,642	Salaries & Wages - 01	141,310		17,206		141,203		99.9%		107	
2,310	Temporary Help - Cashiers - 02	41,810		1,560		24,511		58.6%		17,299	
-	Gratuities Paid - 03	-		-		-		-		-	
85	Long Term Disability - 04	1,800		84		932		51.7%		868	
1,016	Pensions - 05	12,640		1,008		10,804		85.5%		1,836	
154	Unemployment Insurance - 07	3,500		329		2,193		62.7%		1,307	
516	Medical & Hospital - 08	6,000		435		5,053		84.2%		947	
-	Temporary Help Office - 09	-		-		4,656		-		(4,656)	
144	Group Life Ins. - 10	2,350		171		2,027		86.3%		323	
1,617	Telephone & Telegrams - 11	22,340		1,440		18,778		84.1%		3,562	
79	Postage - 16	14,000		10		1,847		13.2%		12,153	
100	Office Supplies & Stationery - 21	13,000		214		6,451		49.6%		6,549	
47	Compensation to client/guest for lost items, cleaning, etc. - 25	-		219		433		-		(433)	
-	Rental to Hamilton Place In Order to Re-Schedule - 28	-		-		2,766		-		(2,766)	
171	Repairs & Maint. - Office Equipment - 31	1,200		81		699		58.3%		501	
-	Licences & Permits - 43	500		80		240		48.0%		260	
68	Bank Charges - 44	100		-		(41)		-		141	
26	Service Charges - 45	300		4		148		49.3%		152	

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
11	Brinks Charges - 46	\$ 2,860	-	\$ 550	19.2%	2,310
-	Consultant's Fees - 56	7,600	743 (3)	6,063	79.8%	1,537
-	Entertainment Expenses - General Manager - 61	550	278	1,022	185.8%	(472) (1)
-	Entertainment Expenses Assis. Gen. Manager - 63	1,400	83	545	38.9%	855
(21)	(Over) Short - 66	-	(1)	(42)	-	42
-	Office Equipment - 71	1,200	-	140	11.7%	1,060
1,209	Rental - Office Equip. (Xerox) - 83	19,000	1,319	15,777	83.0%	3,223
-	Travelling - 91	-	55	18	-	(18)
-	Car Allowance - 92	-	-	586	-	(586) (1)
-	Memberships & Subscr. - 93	1,500	-	583	38.9%	917
-	Training Courses - 94	400	-	-	-	400
1,000	Audit Fees - 97	12,000	3,000	14,000	116.7%	(2,000) (2)
500	Legal Fees - 98	18,000	484	27,808	154.5%	(9,808) (2)

(1) Relates primarily to the previous General Manager.

(2) Relates primarily to the litigation.

(3) Relates to the salary review being conducted by an independent consulting firm.

Unaudited
Operating Results For

<u>Operating Results For The Month Of November, 1982</u>	<u>Description</u>	<u>Twelve Month 1982 Operating Budget</u>	<u>The Month Of December, 1982</u>	<u>The Year Ended December 31, 1982</u>	<u>Percentage Of Total 1982 Budget Spent Or Achieved</u>	<u>Remaining 1982 Operating Budget</u>
\$ -	Management Staff Recruitment - 3321 - 02 -	\$ -	\$ 209	\$ 1,152	-%	\$ (1,152)
-	Recruitment Costs - 12	-	209	1,093	-%	(1,093)
-	Consultant's Fees - 60	-	-	-	-%	-
-	Relocation Cost - Staff - 96	-	-	59	-%	(59)

(1) Relates to the cost of recruiting a general manager, a sales representative, a head bartender, and various part-time personnel

(2) Relates to 1981

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 2,499	Information Desk & Smoke Shop - 3321 - 06 -	\$ 26,750	\$ 1,876	\$ 22,227	83.1%	\$ 4,523
1,573	Temporary Help - 02	24,000	1,506	15,253	63.6%	8,747
25	Pensions - 05	440	27	286	65.0%	154
38	Unemployment Insurance - 07	560	48	424	75.7%	136
809	Operating Supplies - 23	1,750	241	5,832	333.3%	(4,082) (1)
54	Rental - Cigarette Machine - 87	-	54	432	-	(432) (2)

(1) Relates to tobacco supplies. The amount is over-budget since annual tobacco sales exceeded budget to the extent of \$4,764.

(2) A decision was made after the 1982 operating budget was finalized to rent a cigarette machine.

		Unaudited Operating Results For					
		Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget	
\$ 1,285	Financial Expenditures - 3321 - 08 -	\$ 15,800	\$ (4,228)	\$ 2,029	12.8%	\$ 13,771	
-	Credit Bureau Charges - 47	-	10	37	- %	(37)	
-	Provision for Collections - 48	-	-	43	- %	(43)	
-	Provision for Bad Debts	9,000	(6,569)	(1,169) (1)	- %	10,169	
-	Replacement - China - 71	-	-	-	- %	-	
(2)	Replacement - Glassware - 72	1,000	943	970	97.0%	30	
-	Replacement - Silver - 73	1,000	-	(839) (2)	- %	1,839	
1,286	Replacement - Linen - 74	4,000	1,388	2,674	66.9%	1,326	
1	Replacement - Kitchenware - 77	800	-	313	39.1%	487	

- (1) Due to both favorable experience in 1982 and an over-provision at December 31, 1982.
 (2) This credit resulted from an insurance settlement in respect of a 1981 claim.

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 52,835	Building Maintenance - 3321 - 10 -	\$ 851,350	\$ 42,021	\$522,754	61.4%	\$328,596
1,564	Salaries & Wages - 01	27,610	1,555	19,498	70.6%	8,112
-	Temporary Help - 02	-	-	3,174	- %	(3,174)
-	Long Term Disability - 04	300	-	136	45.3%	164
121	Pensions - 05	2,200	120	1,375	62.5%	825
18	Unemployment Insurance - 07	700	48	392	56.0%	308
119	Medical and Hospital - 08	1,200	54	790	65.8%	410
-	Group Life Insurance - 10	260	14	164	63.1%	96
450	Water/Sewer Rates - 13	8,000	1,273	6,223	77.8%	1,777
26,277	Central Utilities Plant - 18	448,110	18,577	202,954	45.3%	245,156
126	Garbage Disposal - 19	7,800	124	2,350	30.1%	5,450
-	Christmas Decorations - 21	-	-	1,947	- %	(1,947) (1)
26	Cleaning Supplies - 22	3,000	446	1,843	61.4%	1,157
286	Operating Supplies - 23	4,400	1,663	2,760	62.7%	1,640
-	Uniforms, Clothing, Rental & Laundry - 27	1,000	-	-	-	1,000
6,500	Repairs & Maintenance (CUP) - 31	81,870	4,110	75,610	92.4%	6,260
1,248	Repairs & Maintenance (General) - 33	23,000	2,241	20,354	88.5%	2,646
2,217	Insurance - Fire/Liability - 42	21,000	2,216	26,139	124.5%	(5,139) (2)

See page 13 for notes (1) and (2).

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	<u>Description</u>	<u>Twelve Month 1982 Operating Budget</u>		<u>The Month Of December, 1982</u>		<u>The Year Ended December 31, 1982</u>		<u>Percentage Of Total 1982 Budget Spent Or Achieved</u>		<u>Remaining 1982 Operating Budget</u>	
\$ 4,945	Contractual Services - Janitorial - 57	\$ 79,000		\$ 3,360		\$ 55,001		70.0%		\$ 23,999	
7,848	Contractual Services - Security - 58	120,000		5,737		91,423		76.2%		28,577	
767	Contractual Services - Maintenance - Various - 60	20,000		419		9,691		48.5%		10,309	
245	Small Tools - 73	700		59		847		121.0%		(147)	
78	Furnishings and Decorations - 74	1,200		5		83		6.9%		1,117	
(1) Relates to 1981											
(2) 1982 Budgeted amount was provided by City Treasury											

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 2,510	Operations - 3321 - 20 -	\$ 46,380	\$ 2,731	\$ 40,400	87.1%	\$ 5,980
1,448	Salaries & Wages - 01	23,490	1,518	17,499	74.5%	5,991
664	Temporary Help - 02	3,120	874	6,712	215.1%	(3,592) (1)
12	Long Term Disability - 04	200	12	145	72.5%	55
112	Pensions - 05	1,950	90	1,391	71.3%	559
35	Unemployment Insurance - 07	740	63	545	73.6%	195
101	Medical & Hospital - 08	1,550	102	1,155	74.5%	395
14	Group Life Insurance - 10	230	14	157	68.3%	73
-	Printing - Tickets etc. - 21	1,000	-	359	35.9%	641
(277)	Operating Supplies - 23	3,600	(1)	846	23.5%	2,754
-	Uniforms, Clothing, & Accessories - 27	400	-	326	81.5%	74
-	Repairs & Maint. - Equip. - 31	100	-	19	19.0%	81
401	Security Recoverable From Clients - 58	10,000	59	11,246	112.5%	(1,246)

(1) Over-budget since a full-time position was substituted by a part-time position.

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982	Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 4,489	Marketing/Sales Promotion 3321 - 30 -		\$ 334,080	\$ 8,911	\$207,442	62.1%	\$126,638
3,423	Salaries & Wages - 01		86,430	3,595	67,190	77.7%	19,240
29	Long Term Disability - 04		800	28	453	56.6%	347
246	Pensions - 05		6,700	237	4,795	71.6%	1,905
36	Unemployment Insurance - 07		1,110	81	873	78.7%	237
207	Medical & Hospital - 08		3,350	144	2,393	71.4%	957
33	Group Life Insurance - 10		1,060	37	714	67.4%	346
-	Advertising & Publicity - National & International - 12		130,130	207	75,384	57.9%	54,746
-	Direct Mail - 13		6,000	397	547	9.1%	5,453
50	Advertising & Publicity Local - 14		35,000	3,510	16,066	45.9%	18,934
-	Business Development - 15		24,000	-	23,593	98.3%	407
-	Printing and Supplies - 21		10,000	509	1,057	10.6%	8,943
-	Entertainment Expenses - Director of Marketing - 61		3,000	-	186	6.2%	2,814
216	Entertainment Expenses - Sales Manager - 63		2,000	62	1,149	57.5%	851
36	Travelling - 91		15,000	(101)	8,189	54.6%	6,811
200	Car Allowance - 92		7,000	200	4,200	60.0%	2,800
13	Memberships & Subscriptions - 93		2,500	5	653	26.1%	1,847

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 4,375	F & B Administration - 3321 - 50 -	\$ 128,820	\$ 4,835	\$103,079	80.1%	\$ 25,741
3,529	Salaries & Wages - 01	101,940	3,829	87,741	86.1%	14,199
47	Long Term Disability - 04	1,190	47	736	61.8%	454
394	Pensions - 05	9,820	569	6,602	67.2%	3,218
65	Unemployment Insurance - 07	2,100	119	1,229	58.5%	871
241	Medical & Hospital - 08	5,200	242	3,069	59.0%	2,131
39	Group Life Insurance - 10	1,520	45	861	56.7%	659
-	Office Supplies/Printing - 21	4,000	(13)	2,221	55.5%	1,779
-	Operating Supplies - 23	1,500	(2)	120	8.0%	1,380
-	Laundry & Rental - 27	200	-	87	43.5%	113
-	Entertainment - Director of Catering - 60	-	-	77	- %	(77)
50	Entertainment - Catering Manager - 61	1,200	-	168	14.0%	1,032
10	Travelling - 91	-	(1)	23	-	(23)
-	Memberships & Subscriptions - 93	150	-	145	96.7%	5

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982	Remaining 1982
		Operating Budget			Budget Spent Or Achieved	Operating Budget
\$15,268	F & B - Kitchen 3321 - 52 -	\$ 187,760	\$ 14,670	\$ 175,821	93.6%	\$11,939
6,586	Salaries & Wages	76,740	7,624	85,991	112.1%	(9,251) (1)
1,802	Temporary Help - Cooks - Kitchen - 02	17,000	1,037	13,781	81.1%	3,219
59	Long Term Disability - 04	820	59	726	88.5%	94
592	Pensions - 05	7,900	544	7,135	90.3%	765
197	Unemployment Insurance - 07	2,810	265	2,177	77.5%	633
347	Medical & Hospital - 08	4,900	347	3,953	80.7%	947
2,837	Temporary Help - Stewarding - 09	42,000	3,440	30,662	73.0%	11,338
56	Group Life Insurance - 10	910	62	681	74.8%	229
740	Operating Supplies - 23	13,200	1,222	13,673	103.6%	(473)
2,052	Uniforms, Clothing, Linen - 27	18,000	707	15,472	86.0%	2,528
-	Repairs & Maintenance - Equip. - 32	3,000	(637)	1,570	52.3%	1,430
-	Rental - Operating Equipment, - 88	480	-	-	-	480

(1) Over budget due to:

- (a) management gratuity recoveries being lower than that budgeted; and
- (b) a retro-active salary provision to January 1, 1982 in the amount of \$7,788 for three employees.

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	Description	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
\$ 59,222	F & B Banquet - 3321 - 54 -	\$ 875,400	\$ 57,947	\$615,810	70.3%	\$ 259,590
3,679	Salaries & Wages - 01	58,420	3,879	29,632	50.7%	28,788
5,930	Temporary Help - Service Staff - 02	106,860	6,902	73,168	68.5%	33,692
21	Long Term Disability - 04	580	22	150	25.9%	430
574	Pensions - 05	8,440	494	4,637	54.9%	3,803
727	Workmen's Compensation - 06	-	1,906	5,304	- %	(5,304)
536	Unemployment Insurance - 07	5,440	366	3,284	60.4%	2,156
225	Medical & Hospital - 08	3,700	188	1,980	53.5%	1,720
7,310	Temporary Help - Porters - 09	97,800	8,688	68,714	70.3%	29,086
11	Group Life Insurance - 10	740	19	178	24.1%	562
-	Contractual Services - Entertainment - 19	-	-	50	- %	(50)
1,578	Operating Supplies - 23	15,100	3,605	17,356	114.9%	(2,256)
249	Meeting Room Supplies - 24	10,000	1,688	5,768	57.7%	4,232
2,062	Uniforms, Clothing, Laundry, - 27	18,480	711	15,502	83.9%	2,978
1	Repairs, Piano, Etc. - 32	600	(1)	96	16.0%	504
23,107	Food Cost - 64	294,000	19,299	234,158	79.6%	59,842
11,329	Beverage Cost - 65	202,360	8,162	112,737	55.7%	89,623
1,883	Rental, Operating Equip. - 88	52,880	2,019	43,096	81.5%	9,784

Unaudited
Operating Results For

Operating Results For The Month Of November, 1982	<u>Description</u>	Twelve Month 1982 Operating Budget	The Month Of December, 1982	The Year Ended December 31, 1982	Percentage Of Total 1982 Budget Spent Or Achieved	Remaining 1982 Operating Budget
		<u>\$ -</u>	<u>\$ 18</u>	<u>\$ 475</u>	<u>-%</u>	<u>\$ (475)</u>
16	F & B. - Wastage 3321 - 58 -	-	-	-	-%	-
-	Food - Wastage - 64	-	-	-	-%	-
16	Liquor-Wastage/Breakage - 65	-	18	397	-%	(397)
-	Liquor, Beer, Etc. Theft - 66	-	-	78	-%	(78)
-	Food - Staff Refreshment - 67	-	-	-	-%	-
-	Soft Drink, Juice, Staff Refreshment - 69	-	-	-	-%	-

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION

REPORT FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

	Actual		Budget		
	Amount Net of Recoveries	%	Amount Net of Recoveries	%	Over (Under) Budget
Part - Time Staff					
Cashiers	\$ 15,479	1.5% (1)	\$ 23,756	2.3%	\$ (8,277)
Office	4,656		Included in Cashier Total		4,656
Cooks & Kitchen Help	13,781	2.0% (2)	15,445	2.2%	(1,664)
Stewarding	30,662	3.0% (1)	32,019	3.1%	(1,357)
Service	71,813	7.0% (1)	80,564	7.8%	(8,751)
Porter	66,742	5.0% (3)	74,560	5.6%	(7,818)
	<u>\$203,133</u>		<u>\$226,344</u>		<u>\$ (23,211)</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

Comments by the Director of Finance:

It should be noted that during the month of December, 1982, the Centre was under-budget in respect of part-time labour to the extent of \$2,880. Negating this, however, is a year-end accrual in the amount of \$6,242 in respect of vacation pay earned in 1982.

HAMILTON CONVENTION CENTRE
ANALYSIS OF FOOD & BEVERAGE COSTS FOR

THE PERIOD OF JANUARY 1, 1982 TO DECEMBER 31, 1982

<u>Item</u>	<u>Actual</u>		<u>Budget</u>		Over (Under) Budget
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 234,158	33.35%	\$ 263,261	37.5%	\$ (29,103)
Beverage Costs	<u>113,212</u>	34.2%	<u>113,812</u>	34.4%	<u>(1,075)</u>
	<u>\$ 347,370</u>		<u>\$ 346,637</u>		<u>\$ (30,178)</u>

Comments by the Director of Finance:

The Centre's food and beverage margins for the month of December, 1982 were 35.2% and 29.9% respectively.

HAMILTON CONVENTION CENTRE
A COMPARISON OF INVENTORIES

AT DECEMBER 31, 1982,
WITH THAT AT NOVEMBER 30, 1982,
SEPTEMBER 30, 1982; MARCH 31, 1982
AND DECEMBER 31, 1981

<u>Type of Inventory</u>	<u>December 31, 1982</u>	<u>November 30, 1982</u>	<u>September 30, 1982</u>	<u>March 31, 1982</u>	<u>December 31, 1981</u>
Liquor/Wine/Beer	\$32,282.20	\$33,088.00	\$35,245.84	\$38,294.77	\$39,605.70
Food	23,736.45	28,437.00	30,312.11	27,027.07	20,207.44
Tobacco	386.58	484.00	515.75	1,090.14	1,904.21
Dry Goods	12,307.84	11,877.00	12,591.51	12,121.80	15,393.18
Pop Cannisters	<u>4,400.00</u>	<u>3,807.00</u>	<u>5,172.00</u>	<u>5,261.00</u>	<u>8,796.50</u>
	<u>\$73,113.07</u>	<u>\$77,693.00</u>	<u>\$83,837.21</u>	<u>\$83,794.78</u>	<u>\$85,907.03</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

As indicated by the above analysis, the Centre's investment in inventories has gradually declined throughout the year.

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT DECEMBER 31, 1982

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 58,250	\$ 43,650 (1)	\$ 10,769 (1)	-	\$ 3,831 (2)
100%	74.9%	18.5%	-%	6.6%

(1) Subsequent payments in full have been received.

(2) Represents one invoice in the amount of \$3,831 which has previously been forwarded to the City's Legal Department for collection.



8

HAMILTON CONVENTION CENTRE

OPERATIONS/ADMINISTRATION COMMITTEES

REPORT

The Operations and Administration Committees met jointly on March 7th, 1983, and report as follows:

OPERATIONS MATTERS

1. Review of Contract with Hamilton Convention & Show Services

The Committees advise that they received a confidential report from the General Manager, regarding the contract with Hamilton Convention & Show Services. An oral report will be made to the Board respecting this matter, on an in-camera basis.

2. Hussey Seating

For the information of the Board, the Committees advise that ads run to sell the Hussey seats have produced some interest, but no firm proposals. Ads will therefore be discontinued.

However, the Architects for the Arena advise that there is a very strong possibility that the seating can be incorporated into the Arena.

The Committee therefore recommends that the seating be placed in an available City facility for storage until capable of being incorporated into the Arena, and that a suitable credit be worked out for the Hamilton Convention Centre at the time that the seats are incorporated.

3. Position Paper on Life of Carpet

The Committees advise that the stair carpeting will require replacement in 1985, and the remainder in 1988. The cost to replace stair carpeting, being 300 square yards at \$20.00 per square yard (1983 dollars) is \$6,000. The cost to replace the balance of the carpet is \$150,000, or \$240,000 in 1988 values.

The Committees recommend that reserves be set aside in the amount of \$40,000 each year for five years, commencing in 1983, and additionally that \$40,000 from 1982 reserves be earmarked for future replacement of carpet.

4. Plant Maintenance

As the members of the Board are aware, the Centre is experiencing difficulty in maintaining live plants due to inadequate lighting and the requirement for constant moving. Because of lack of knowledge of plant care, maintenance by in-house staff is not advisable.



UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

The following information is being furnished to you for your information and use.

GENERAL INFORMATION

1. Name of the person or organization to whom the information is being furnished

The information is being furnished to you for your information and use. It is not to be used for any other purpose.

2. Date of the information

The information is being furnished to you for your information and use. It is not to be used for any other purpose.

The information is being furnished to you for your information and use. It is not to be used for any other purpose.

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4. Date of the information

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Quotations have been sought from local companies for maintenance services. The firm Staalduinen was retained at a cost of \$125.00 per month. It is noted that this company's quotation was the lowest by a great margin. (Note: Report attached)

Because many plants have died, the Centre has several empty containers, and it is felt that eventually, all plants will die off. The best, most financially viable alternative is artificial foilage. The Committee therefore recommends that the Centre continue with Staalduinen at a cost of \$125.00 per month, and that dead plants be replaced with artificial as and when the Centre can afford to do so.

5. Moving of Security Monitor

The Committees advise that management is currently re-evaluating the original proposal to relocate the Security monitor, and will report back in due course.

6. Purchasing Policy

The Committees reviewed the attached open purchasing policies, and recommend them to the Board for approval.

7. Staff Training

For the information of the Board, all new staff are undergoing comprehensive training courses, in addition to on-the-job training.

8. Fire Evacuation Procedures Manual

The Committees advise that a report on Fire Safety/Procedures was received and copies are available upon request from the General Manager's office.

9. Cost Analysis of Contractual Services vs. In-House or Other:

(a) Janitorial

(b) Security

Attached, is a copy of a report from the General Manager dated February 23 with regard to the advisability of the Centre continuing with its current arrangement of contracted janitorial and security services, or having these functions performed by in-house staff.

The Committees recommend that both janitorial and security services be tendered for three-year terms, to be effective April 1st, 1983.

10. Citizen Members

For the information of the Board, the Operations Committee tabled appointment of citizen members for the present.

11. Staff Change Rooms

For the information of the Board, the Committees requested that the General Manager prepare a report on the status of this matter.

ADMINISTRATION COMMITTEE MATTERS

12. Mini-Contract - Trade Show Contract

The General Manager is in the process of reviewing both the lengthy trade show contract and the mini contract, especially in light of recent criticisms regarding the insurance requirement in the mini-contract.

13. Policy on Hiring of Relatives

The Committees recommend that the following policy on hiring of relatives be approved:

- A. Definition: A "relative" is the spouse of a Member of the Board of Directors, or staff member, or the parent, child or sibling of a Director or staff member, or the spouse of such parent, child or sibling.
- B. Definition: An "executive employee" includes the General Manager, Assistant General Manager, Director of Finance, Sales Manager, Catering Manager, Banquet Manager and Executive Chef.

1. Relatives of Directors:

- (i) Must not be hired as permanent staff members
- (ii) May be hired as part-time staff members.

2. Relatives of Executive Employees must not be hired as permanent or part-time staff.

3. Relatives of other than Executive Employees may be hired as permanent employees as well as part-time employees."

14. Percentage of Concession Sales at Trade Shows

For the information of the Board, the General Manager has been requested to prepare a report on the viability of collecting 15% of the value of any goods sold in the Centre during trade shows or other events.

15. Gratuities on Coffee Fund

The attached report from the Director of Finance outlines a proposal for distributing gratuities collected on coffee sales.

The Committees recommend that this method be approved as outlined.

16. Citizen Members

The Administration Committee has tabled the appointment of citizen members for the present.

17. New Banquet Manager

Mr. Bruce McCrady has been retained by the Centre as Banquet Manager. Mr. McCrady brings with him vast experience gained during his tenure with Holiday Inns, his most recent position being Assistant Manager at the St. Catharines location.

RESPECTFULLY SUBMITTED:

Bill B. Stetson per se

BILL B. STETSON, CHAIRMAN
OPERATIONS COMMITTEE

Keith L. Clark per se

KEITH L. CLARK, CHAIRMAN
ADMINISTRATION COMMITTEE

Bonnie Cook,
Secretary.

The Commission on the Status of Women
has the honor to acknowledge the receipt of your letter of the 10th inst.

and to thank you for the information furnished.

The Commission is currently engaged in a study of the status of women in the United States and is particularly interested in the problems of women in the field of education.

Very truly yours,
The Commission on the Status of Women

Enclosed for you are two copies of the report of the Commission on the Status of Women, which was presented to the United Nations Conference on the Status of Women in 1946. The report contains a detailed account of the work of the Commission and of the progress made in the field of women's rights.

Very truly yours,
The Commission on the Status of Women

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Very truly yours,
The Commission on the Status of Women

Very truly yours,
The Commission on the Status of Women



HAMILTON CONVENTION CENTRE

9

REPORT ON THE SECURITY AND JANITORIAL CONTRACTS VS. IN-HOUSE HIRING

FOR THE ADMINISTRATION COMMITTEE

HAMILTON CONVENTION CENTRE

INTRODUCTION

Both the janitorial and security activities are now being tendered and it is timely to determine whether it is cheaper to carry out both functions in-house.

JANITORIAL

A broad contract has been recommended by City Purchasing with the view to producing maximum flexibility in staff complement and duties. In its simplest form, the contract requests quality cleaning of 100,000 sq. ft. of the facility by individuals qualified to do such cleaning on an irregular basis (subject to scheduling) and an in-house supervisor that can follow written directions from function sheets and who can relate to all staff and clients. In addition, the contractor must supply all goods, materials and equipment required to properly perform the janitorial tasks.

After reviewing the equipment that the present contractor, MBC (Modern Building Cleaning) has in the facility, City Purchasing was requested to price capital requirement. To properly equip the Centre for in-house services, a capital expenditure of \$5,365.24 is required. (See Schedule A) Additionally, a 20% depreciation cost or \$1,073.05 would have to be added annually. MBC charged \$756.00 for equipment in 1982. Tendering thus saves us capital equipment costs and the cost of equipment is cheaper than our depreciation.

Continued...2/

Security and Janitorial

Contracts

The most important area of the contract and the most costly is staffing. The Centre is currently paying, on the average, \$5.19 per hour for contract staff. This rate includes salary for employees, benefits, insurance coverage, bonding, compensation costs and other related costs. Assuming H.C.C. would require the same competency in staff and numbers of staff and considering alignment with City personnel practices, rates, etc., the hourly rate would be approximately \$8.18 per hour. (Collective Agreement - Local 167, CUPE, February 1st, 1981 to January 31st, 1983) Based on recorded 1982 hours, the following is the cost comparison:

MBC \$5.19/hr. x 7,287 hrs. = \$37,819.53

HCC \$8.18/hr. x 7,287 hrs. = \$59,607.66

Note again, that if full time staff were hired, the number of hours paid would increase substantially because the contracted service can be turned on and off as required and hence, hours can be controlled.

Due to our brief history, facility-use patterns cannot be accurately forecast and will take two or three more years to be established. The contract system of supplying cleaners through tender allows for maximum flexibility and cost control. Thus, it is recommended that there be no change to our current method of providing janitorial services and that we tender for a three-year term effective April 1st, 1983.

SECURITY

Originally, the facility began with two security guards per shift, three shifts per day, seven days per week. This complement provided total security coverage of the facility at all times. Early in 1982, due to budgetary concerns, this complement was reduced to one guard per shift. Additional guards were called when required. It has always been

Security and Janitorial
Contracts

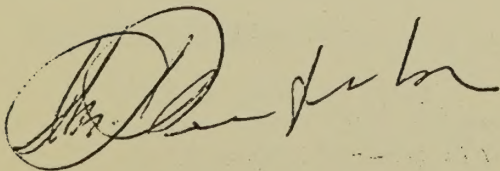
the facility's policy to provide to the public, quality security by educated, superior security guards.

A \$7.30 hourly rate is presently paid for security services under the current arrangement with Greenaway Security Services Ltd. (G.S.S.). It covers all costs such as salaries, uniforms, office supplies, insurance, bonding, training, etc.. Also, within the hourly rate is Head Office support; it is used extensively when consulting local by-laws, L.L.B.O., and fire regulations, etc.. Head Office support is as important to the facility manager as is an in-house guard supervisor.

Looking at costs, to guard the Centre on a 24-hour basis with one guard costs \$63,948 annually. For the Centre to assume this responsibility requires four guards at the same rate plus a supervisor at a nominal \$8.00 per hour totalling \$72,550 annually.

Again, as with janitorial, contract security provides control on hours on an as-required basis. With full-time staff, this flexibility is lost.

It is therefore recommended that because costs are reduced and maximum cost flexibility is maintained, the security contract be tendered.



William J. Penfold,
General Manager.

February 23, 1983

WJP:dn

SCHEDULE "A"

4 ONLY	Super Service Vacuum Cleaners	\$1,093.65
1 ONLY	Advance Aquatron A160 Carpet Extractors	2,464.00
1 ONLY	Advance Matador 20"	1,224.00
4 ONLY	Bennett Jani Carts JC 10	339.15
	Other Miscellaneous Equipment	<u>244.44</u>
		<u>\$5,365.24</u>

* 1982 Prices, Federal Sales Tax Included

P.S.T. Extra

Senior Waitstaff Person A = 13
 Senior Waitstaff Person B = 13
 Senior Waitstaff Person C = 13
 Senior Waitstaff Person D = 13
 Banquet Secretary Office Hours = 10
 Other Waitstaff = 14

Calculations:

Total Waitstaff	\$ 2,300.00
Less incentive payment	
- Senior Waitstaff Total Hours	
(Persons A - D)	
176 hours @ \$ 2.50	440.00
- Banquet Secretary	
10 hours @ \$1.00	10.00
Remaining Waitstaff	\$ 2,250.00

Memo To: William Penfold

From: ***John A. Leuser

Date: February 28, 1983

Re.: Proposed method of paying out additional gratuities to Senior Waitstaff and the Banquet Secretary in lieu of Terminating their Special Coffee Gratuity Payout

In order to continue to provide an incentive to our waitstaff, I would suggest that senior waitstaff receive .50¢ (not .75¢) an hour more gratuities than the rest of the waitstaff. It should be noted that senior waitstaff already receive .50¢ an hour more than the base waitstaff hourly rate.

In the case of the banquet secretary, who presently already receives \$1.00 an hour out of the coffee fund (when working in such a capacity), I would continue to recommend that he/she be compensated out of gratuities at this same rate.

In order to avoid a dilution in the hourly gratuity rate, I would recommend that gratuities still be charged on coffee.

Example of how the payout would be calculated

Assumptions:

- (1) a week's gratuities total to \$2,500.00
- (2) Gratuity Hours:

Senior Waitstaff Person A =	30
Senior Waitstaff Person B =	35
Senior Waitstaff Person C =	29
Senior Waitstaff Person D =	32
Banquet Secretary Office Hours =	20
Other Waitstaff =	354
	<u>500</u>

Calculations:

Total gratuities	\$ 2,500.00
Less incentive amounts:	
- Senior Waitstaff Total Hours (Persons A - D) 126 Hours @ \$.50	(63.00)
- Banquet Secretary 20 Hours @ \$1.00	(20.00)
Remaining gratuities =	<u>\$ 2,417.00 = (A)</u>

Total gratuity hours

(500 less banquet secretary's 20 Hours) = 480.00 = (B)

Normal gratuity hourly rate (A divided by B) = 5.0354

Therefore Senior Waitstaff Rate is = 5.5354

Payout Distribution:

Senior Waitstaff Person A	\$ 166.06
Senior Waitstaff Person B	193.74
Senior Waitstaff Person C	160.53
Senior Waitstaff Person D	177.13
Banquet Secretary	20.00
Other Waitstaff Personnel	1,782.53
Rounding	.01
	\$ 2,500.00

It should be noted that I have not included any senior porters in the above example, since if you recall, Mr. Walker indicated that it would not be necessary because senior porters recently had their hourly rate increased.

John A. Luser

cc: Scott Walker
Stephen Dockman

CA40NHBL V88
AB1
1983.



HAMILTON CONVENTION CENTRE

Library

April 21, 1983

Members,
Board of Directors,
Hamilton Convention Centre.

Members of the Board:

The next Board meeting will be held on Monday, April 25th, 1983 at 4:30 p.m. in the Albion Room, Salon "C".

Enclosed herewith is an agenda and supporting material which I would ask you to bring with you to the meeting.

Unless I hear from you to the contrary, I will anticipate your attendance.

Yours very truly,

Bonnie Cook

Bonnie M. Cook,
Secretary

bc

Encl.

CHURCH OF THE
1801

WINDY CO. WINDY CO. WINDY CO.

WINDY CO. WINDY CO. WINDY CO.

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HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

A G E N D A

Monday, April 25th, 1983

4:30 p.m.

Albion Room, Salon "C".

1. Chairman's Remarks
2. General Manager's Report
3. Minutes of the Previous Meetings:
 - (a) March 14, 1983 (regular meeting)
 - (b) April 6th, 1983 (Meeting to discuss Salary Review)
4. Correspondence:
 - (a) Letter from Status of Women Committee dated February 28th, 1983
 - (b) Letter from Mayor Morrow dated March 7th, 1983
 - (c) Letter from Parkside High School dated March 8th, 1983.
5. Administration/Operations Committees - Report
6. Marketing/Sales Committee - Report
7. Audit/Finance Committee - Report, including:
 - (a) Presentation of Audited 1982 Financial Statements
 - (b) Presentation of Unaudited First Quarter Results for 1983
8. Motion - Board Endorsation of Trade Centre/Arena Project
(motion only circulated)
9. Time of Board Meetings
10. Administration/Operations Committees Report on Personnel
Matters (IN CAMERA)
11. Other Business



HAWAIIAN COMMISSION

REPORT OF THE COMMISSION

1900-1901

Presented to the Hawaiian Commission
at its meeting on the 10th day of
January, 1902.

By the Commission.

Printed by the Hawaiian Commission.

1. The Hawaiian Commission was organized on the 10th day of January, 1900.

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HAMILTON CONVENTION CENTRE

REPORT

TO

BOARD OF DIRECTORS

2

April 21, 1983

March was Trade Show month with three shows being held -- the Home Show, Women's World, and the Ontario Garden and Flower Festival. The Home Show was very successful with \$40,000 in gross revenue and 27,000 people attending. Women's World was better attended than last year and the sponsors were happy with the event. The Garden Show is a new show and was moderately attended; the entrepreneur feels that with expansion to Chedoke next year, the show can be an even better success, and has renewed for 1984.

FINANCE

March revenues increased over January and February but were 10% under budget for the first quarter. Expenses are still being monitored closely.

Salary Review

The bulk of the salary adjustments are now in place. Reaction has been mixed and depends on the percentage of increase received.

SALES

Sales increased with February sales of \$9,000 and March showing \$40,000. Plans are progressing to increase revenue for the slow summer months and operate the patio cafe, tour senior citizens through the Centre with a luncheon being served, and rental of Chedoke and Wentworth to recording groups.

The Sales Manager, Mrs. Mary Margaret Webster, resigned on April 20th, 1983, effective May 27th, 1983, to seek better employment.

Advertising and Promotion

(a) Advertising

Spectator advertisements are now appearing weekly, and after a three-month period, will be examined for cost effectiveness.

April 21, 1983

Promark are putting the finishing touches on our brochures and, when printed, they will be included in the direct mailer at the end of April.

(b) Promotion

A Red Cross Clinic will be held at the Convention Centre on June 24th with the City and the Region competing. The Mayor and the Chairman will both be involved and it is hoped that a trophy will be awarded. Newspaper and TV coverage is hoped for and with the view again to make the public more aware of the Centre.

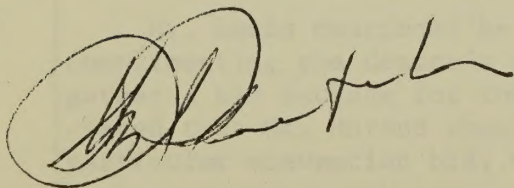
CHCH-TV slide fillers are now appearing, especially in the news broadcasts.

The General Manager is now being invited to give presentations to service clubs in Hamilton and area and last month spoke at Kiwanis and Rotary.

BUILDING

Carpets and windows are due for Spring cleaning now that the bulk of the trade shows are over. This will be carried out in the April - May time frame.

The City of Hamilton display to be located in the West lobby alcove beside the stairs has been delayed for a year due to lack of funds. This also delays the logo installation above the information desk and alternate construction arrangements are being investigated for this item.



William J. Penfold,
General Manager.

WJP:bc

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4:30 p.m.
March 14, 1983
Albion, Salon "C".

FOR ACTION BY:

3a

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. David O. Braley
Mr. Keith L. Clark
Mr. Jack Krieger
Alderman Brian Hinkley
Alderman Henry Merling
Mr. Terry E. Yates.

Also Present: Alderman Mary Kiss
Alderman Tom Murray
Mr. Rodger Inglis, Q.C.
Mr. William Penfold, General Manager
Mr. John Leuser, Director of Finance
Mrs. Bonnie Cook, Secretary.

Mr. Lewis officially welcomed Aldermen Kiss and Murray to the meeting, in addition to Mr. Rodger Inglis. Mr. Inglis was in attendance to report on the status of the lawsuit.

The Board met in camera to discuss this matter, and later resumed the meeting in open session to discuss the regular agenda of business.

1. Chairman's Remarks

Mr. Lewis advised that Scott Walker was leaving the Centre, effective March 25th, 1983, to take up duties as the new General Manager of Kitchener's equivalent of Hamilton Place. The Board wished Mr. Walker well and expressed their gratitude for his service to the facility. On the motion of Mr. Jack Krieger, seconded by Alderman Henry Merling, the Board approved that a dinner to honour Mr. Walker be held at a cost of not more than \$25.00 per person, including food and beverages for eleven persons. This dinner is to be held on Monday, March 21st, 1983.

Mr. Lewis mentioned he had received a letter from John Morand complimenting the Centre's staff for their efforts in putting together a bid package for the Conservative Convention. He also stated that Mr. Morand should be complimented for his work on that particular convention bid, which was extremely well done.

The Chairman made reference to a letter he received from Mr. Reg Whynott, Executive Director of The Chamber of Commerce, in which the Chamber expressed the view that the Centre should not be attempting to develop local and regional business, and should be concentrating its business on conferences and conventions, which is the Centre's intended mandate.

On the motion of Alderman James Bethune, seconded by Mr. Terry Yates, the Board received the letter from Mr. Reg Whynott dated March 9th, 1983, for information.

2. General Manager's Report

On the motion of Mr. Bill Stetson, seconded by Mr. Jack Krieger, the Board received the report of the General Manager dated March 11th, 1983.

minutes

3. Minutes of the Previous Meeting

On the motion of Mr. Terry Yates, seconded by Alderman James A. Bethune, the Board approved the minutes of the meeting of February 7th, 1983, as circulated.

correspondence

4. Correspondence

On the motion of Mr. Keith Clark, seconded by Mr. Bill Stetson, the following correspondence was received:

- (a) Letter of thanks from Sandra Bertin, Bertin Stables Ltd., dated February 7, 1983.
- (b) Letter from Ian Yanover, Chairman of the B'nai B'rith 32nd Annual Sports Celebrity Night, thanking the management and staff for services at their recent function, and advising of a lighting problem they encountered.
- (c) Letter of thanks from R.S. McCarten, of The Ontario Electrical League, dated February 23, 1983.

With regard to Item (b) above, the Chairman requested that the General Manager contact Mr. Yanover to advise that the lighting problem is being examined. Mr. Penfold reported he had already spoken to Mr. Yanover in that regard.

endorsement
of Arena5. Endorsement by Hamilton Convention Centre Board of the Arena/Trade Centre Project

Mr. Penfold advised that there will be an Ontario Municipal Board hearing dealing with the proposed Arena/Trade Centre project, and that the Hamilton Place and Hamilton Convention Centre Boards have been asked to give their endorsement and support to this project. Mr. Penfold will be attending this hearing of the O.M.B.

The members of the Board did not feel they were in a position to make such an endorsement at this time, as they had not had an opportunity to review the financial data, marketing studies, or other pertinent information on the viability of an Arena/Trade Centre.

However, the Board invited the General Manager to prepare a draft motion of endorsement for consideration by the Board at its next meeting, to be circulated to the Board prior to the meeting, together with reports and studies which are currently available on this project. The Board will then have sufficient information to consider the matter.

General
Managermarketing/
sales
committee -
report6. Marketing/Sales Committee - Report

The Board reviewed the Marketing/Sales Committee report and discussed in particular the proposed outdoor noon-cafe. Mr. Yates indicated that the General Manager has furnished financial information which would indicate to Mr. Yates that the restaurant

would be to the financial benefit of the Centre, and that it was his feeling the project should go forward.

On the motion of Mr. Terry Yates, seconded by Mr. David Braley, the Board approved the report of the Marketing/Sales Committee dealing with its meeting of March 8th, 1983, for implementation as required.

Audit/
Finance
Committee

7. Audit/Finance Committee - Report

(i) Unaudited Financial Statement

Unaudited
Financial
Statements

Mr. Braley presented the unaudited financial report for the year ended December 31, 1983, to the Board.

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board accepted the unaudited financial statement for the year ended December 31, 1982, as presented.

Mr. Leuser advised the Board that the auditors had been in the Centre during the past week, and found no problems within the accounts.

Management
Report

(ii) Management Report

The Board discussed the Management Report of MacGillivray & Co. dated November 30th, 1982. The report indicated that significant improvements in internal control procedures and systems had been made in 1982. The results of the interim audit tests were very favourable, and revenues and expenses of the Centre are being recorded on a current and accurate basis.

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board accepted the Management Report of MacGillivray & Co. dated November 30, 1982 as submitted.

Proposed
Capital
Expenditures

(iii) Proposed Capital Expenditure

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board approved the purchase of an "A" Cart to be used in transporting the Centre's grand piano throughout the facility, at a cost of \$722.25 (including installation), to be financed from funds remaining from the 1981 Capital Budget.

General
Manager

Operating
Budget
Reductions

(iv) Operating Budget Reductions

Mr. Braley reported to the Board that the budget reduction of \$5,950 requested by the City to the Centre's 1983 operating budget has been put into effect by the Centre's management.

Financial
Reporting -
To the Board

(v) Financial Reporting(a) To the Board

Mr. Braley explained that the new mid-month Board scheduling makes it very difficult, if not impossible, for proper financial statements to be prepared for consideration by the Board, and requested that the Board resume its former schedule of meetings during the last week of the month. On the motion of Mr. David Braley, seconded by Alderman James Bethune, the Board approved the recommendation of the Audit/Finance Committee that Board meetings be scheduled for the fourth Monday of every month, with the next meeting to take place on Monday, April 25th, 1983.

Summer
Months

(b) Summer Months

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board approved the recommendation of the Audit/Finance Committee that the July and August financial results be reported at the September meeting of both the Committee and the Board.

Administrat-
ion &
Operations -

8. Joint Report - Operations and Administration Committees(a) Operations Matters

Operations
Matters

On the motion of Mr. Bill Stetson, seconded by Alderman James Bethune, the Board approved the report on operations matters from the Joint Operations/Administration Committees meeting of March 7th, for implementation where required.

Mr. Braley requested that all financial information on items in this report be forwarded to the Audit/Finance Committee Members for their attention.

Secretary

Administrat-
ion Matters

(b) Administration Matters

On the motion of Mr. Keith Clark, seconded by Mr. Bill Stetson, the Board approved the report on Administration matters for implementation where required.

The following items were dealt with specifically:

Policy -
Hiring of
Relatives

(i) Policy on Hiring of Relatives

By the above motion, the Board approved the following policy on hiring of relatives:

"A. Definition: A "relative" is the spouse of a Member of the Board of Directors, or staff member, or the parent, child or sibling of a Director or staff member, or the spouse of such parent, child or sibling.

B. Definition: An "executive employee" includes the General Manager, Assistant General Manager, Director of Finance, Sales Manager, Catering Manager, Banquet Manager and Executive Chef.

1. Relatives of Directors:

(i) Must not be hired as permanent staff members

(ii) May be hired as part-time staff members.

2. Relatives of Executive Employees must not be hired as permanent or part-time staff.

3. Relatives of other than Executive Employees may be hired as permanent employees as well as part-time employees."

Gratuities on
Coffee Fund

(ii) Gratuities on Coffee Fund

On the motion of Alderman James Bethune, seconded by Mr. Keith Clark, the Board approved the recommendations of the Director of Finance governing distribution of gratuities on coffee sales, as outlined in the attached report of February 28th, 1983 of the Director of Finance.

Hamilton
Convention &
Show Services

(iii) Hamilton Convention & Show Services

The review of the contract with Hamilton Convention and Show Services is to be dealt with at the next meeting of the Board on an in camera basis.

The Board requested that the General Manager advise Mr. Strachan that there has been a delay in reviewing the contract, but that the Board will be dealing with the matter and contacting Mr. Strachan.

General
Manager

On the motion of Alderman James A. Bethune, seconded by Mr. David Braley, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C., CHAIRMAN

B. Cook, Secretary.

Memo To: William Penfold

From: John A. Leuser

Date: February 28, 1983

Re.: Proposed method of paying out additional gratuities to Senior Waitstaff and the Banquet Secretary in lieu of Terminating their Special Coffee Gratuity Payout

In order to continue to provide an incentive to our waitstaff, I would suggest that senior waitstaff receive .50¢ (not .75¢) an hour more gratuities than the rest of the waitstaff. It should be noted that senior waitstaff already receive .50¢ an hour more than the base waitstaff hourly rate.

In the case of the banquet secretary, who presently already receives \$1.00 an hour out of the coffee fund (when working in such a capacity), I would continue to recommend that he/she be compensated out of gratuities at this same rate.

In order to avoid a dilution in the hourly gratuity rate, I would recommend that gratuities still be charged on coffee.

Example of how the payout would be calculated

Assumptions:

- (1) a week's gratuities total to \$2,500.00
- (2) Gratuity Hours:

Senior Waitstaff Person A =	30
Senior Waitstaff Person B =	35
Senior Waitstaff Person C =	29
Senior Waitstaff Person D =	32
Banquet Secretary Office Hours =	20
Other Waitstaff =	354
	<u>500</u>

Calculations:

Total gratuities	\$ 2,500.00
Less incentive amounts:	
- Senior Waitstaff Total Hours (Persons A - D)	
126 Hours @ \$.50	(63.00)
- Banquet Secretary 20 Hours @ \$1.00	(20.00)
Remaining gratuities =	<u>\$ 2,417.00 = (A)</u>

Total gratuity hours

(500 less banquet secretary's 20 Hours) = 480.00 = (B)

Normal gratuity hourly rate (A divided by B) = 5.0354

Therefore Senior Waitstaff Rate is = 5.5354

Payout Distribution:

Senior Waitstaff Person A	\$ 166.06
Senior Waitstaff Person B	193.74
Senior Waitstaff Person C	160.53
Senior Waitstaff Person D	177.13
Banquet Secretary	20.00
Other Waitstaff Personnel	1,782.53
Rounding	.01
	\$ 2,500.00

It should be noted that I have not included any senior porters in the above example, since if you recall, Mr. Walker indicated that it would not be necessary because senior porters recently had their hourly rate increased.

John A. Luser

cc: Scott Walker
Stephen Dockman

REFERENCE:

Albion A
12:00 Noon
April 6, 1983.

FOR ACTION BY:

3b

The Board of Directors of the Hamilton Convention Centre met in camera to discuss the Thorne, Stevenson & Kellogg Salary Review.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Alderman James A. Bethune, Second Vice-Chairman
Alderman Henry Merling
Alderman Brian Hinkley
Mr. David O. Braley
Mr. Keith L. Clark
Mr. Jack Krieger

Also Present: Mr. William J. Penfold, General Manager
Mr. John A. Leuser, Director of Finance
Mr. Scott MacCrimmon, Thorne, Stevenson & Kellogg
Mrs. Bonnie Cook, Secretary

Salary
Survey

Mr. Lewis advised the Board that the draft Thorne, Stevenson & Kellogg Report had been reviewed by the Administration, Operations and Audit/Finance Committees, and management would like to implement the report without further delay.

Final Report

Mr. Scott MacCrimmon then presented the final report to the Board. He indicated that the draft report, reviewed by the above-noted committees, gave the Board the opportunity to provide input, suggestions, and reactions to various areas in the report, such as pay policies. The final report includes the procedures followed by the consultants in putting the salary review together.

New Positions

Mr. MacCrimmon mentioned that the final study includes salary ranges for the proposed positions of Director of Operations, Client Services Manager, and Client Services Representative. The positions of Assistant General Manager and Catering Manager which management plans to delete have been retained in the survey due to the financial implications of retroactive payments to staff.

It was noted that the salary study was to be applied retroactively to January 1, 1983 and in the case of three individuals, it is retroactive to January 1, 1982.

Mr. Braley stated he felt the salary study served to provide a guideline only, and implementation, whether in full or in part, was a Board decision. Alderman Merling agreed with this statement.

With respect to the positions of Assistant General Manager and Catering Manager, Alderman Merling suggested that an appropriate footnote be included in the salary review to indicate the the General Manager will be reviewing and reporting to the proper Committee, changes in organization structure whereby the above two positions would be eliminated from the organization

chart and new positions of Director of Operations, Client Services Manager, and Client Services Representative added to the staff complement. This footnote will serve to clarify the situation to anyone having occasion to refer back to this study at a future date.

Thorne, Stevens
& Kellogg

Alderman Merling left the meeting at this point.

Mr. Braley mentioned he would prefer that the study contain information for comparison purposes on salaries paid by local hotels. Mr. MacCrimmon responded by stating he felt it was an excellent salary survey in terms of job matching, and that Thorne, Stevenson & Kellogg had been able to secure good comparisons. He also advised that the study was designed to put the Hamilton Convention Centre right in the middle of the highs and lows of other salaries gathered for the study.

The Board discussed the survey at length, including individual positions, partial or total implementation, and the potential political criticisms.

Alderman Hinkley suggested that the salary survey be forwarded to the City's Director of Personnel for information, and in order that senior staff positions may be considered by the City's Personnel Committee and ultimately by City Council. It was noted that City Council's approval is required for positions falling in salary range 110 and over.

General
Manager

The Chairman proposed the following motion for consideration by the Board:

That the Board accept the salary review of Thorne, Stevenson & Kellogg, and authorize management to implement the review subject to all senior positions (those in salary grades 110 and over) being approved by the City's Personnel Committee and City Council.

This motion was carried by a vote of three to two, with Messrs. Braley and Krieger recorded as being opposed.

Mr. Keith Clark left the meeting just prior to the vote being conducted.

The meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C., CHAIRMAN

B. Cook, Secretary.

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



Boush

CITY HALL
HAMILTON, ONTARIO
LBN 3T4
526-2735

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

HAMILTON STATUS OF WOMEN SUB-COMMITTEE

February 28th, 1983

APR 06 1983

Hay

Ms. Renate Zimmer
Convention Co-Ordinator
Hamilton Convention Centre
King Street East
HAMILTON, Ontario

Dear Renate:

On behalf of the Hamilton Status of Women Committee, we would like to offer our sincere thanks to you for the excellent way in which you handled the details for our Annual Woman of the Year Banquet on January 26th, 1983.

The number of people attending the dinner was a source of great surprise to us, and you handled the influx with great ease and co-operation.

Once again, our appreciation to you for your part in a very successful evening.

Yours very truly,

Barbara

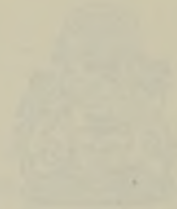
Barbara Chambers
Chairman
Task Force for the Woman
of the Year Banquet

Irene

Irene Stayshyn
Chairman
Hamilton Status of Women
Committee

skr

Handwritten signature or initials at the top left of the page.



Commonwealth of Massachusetts

The Commonwealth of Massachusetts
Office of the Secretary of the Commonwealth

OFFICE OF THE SECRETARY OF THE COMMONWEALTH

TO THE HONORABLE SENATE AND HOUSE OF REPRESENTATIVES
OF THE COMMONWEALTH OF MASSACHUSETTS
IN SENATE,
January 12, 1911.

REPORT OF THE SECRETARY OF THE COMMONWEALTH
ON THE PROCEEDINGS OF THE COMMISSIONERS OF THE LANDS
AND MINES, DURING THE YEAR 1910.

The Secretary of the Commonwealth has the honor to acknowledge the receipt of the report of the Commissioners of the Lands and Mines, and to present it to the Senate and House of Representatives.

The report of the Commissioners of the Lands and Mines, for the year 1910, contains a full and complete statement of the proceedings of the Commission during the year, and of the results of their labors.

Very respectfully,
J. B. HARRIS,
Secretary of the Commonwealth.

Approved by the Senate and House of Representatives,
January 12, 1911.

Printed by the State Printer, Boston.

MASSACHUSETTS: 1911.

MASSACHUSETTS: 1911.

MAR 9 1983

ROBERT M. MORROW
MAYOR



46

March 7, 1983

Mr. William Penfold,
General Manager,
Hamilton Convention Centre.

Dear Mr. Penfold:

From all reports the recent Home Show which was held at the Convention Centre was a resounding success. Certainly, everywhere I went I received favourable comments and I know that this is due in no small way to the efforts of yourself and your staff. My Executive Assistant advised me that on Saturday night when the show was closing down at 10:00, that you were still on the scene and I would like you to know how favourably impressed I was with the show and the work of you and your staff.

Yours very truly,

Bob Morrow

Robert M. Morrow,
Mayor.

RMM/cd

Sincerely,

Barbara Boulton,
Councillor

cc-Bob Phillip, Executive Director, IFC



Parkside High School

PARKSIDE AVENUE,
DUNDAS, ONTARIO
L9H 2S8

(416) 628-6339

MAR 21 1983



R.W. NEWMAN, B.A.
PRINCIPAL

R.B. BRUCE, B.A., M.Ed.
VICE-PRINCIPAL

March 18, 1983

Mr. William Penfold,
Manager, Hamilton Convention Centre
115 King Street, West
Hamilton, Ontario
L8P 4T9

Dear Mr. Penfold:

Re: Hospitality Industry/Career Awareness Workshop Series

On behalf of the Workshop participants, I would like to thank you and your staff for the effort put into the planning and implementation of the Hamilton Convention Centre's Workshop.

The four-member panel consisting of individuals from Hamilton Place, The Royal Connaught Hotel, The Hamilton Convention Centre and the Art Gallery of Hamilton left us with very definite criteria which we can share with our students. They also took us through the varied job descriptions as well as the hiring policies, fringe benefits and detailed operations of each unit of the Hospitality Industry.

By knowing what you need and demand in prospective employees we can certainly guide and counsel our students more effectively.

Thank you again for making such a significant contribution to the success of this Industry-Education Council project.

Sincerely,

BP/as

Barbara Pautler,
Counsellor

cc--Bob Philip, Executive Director, IEC



University of Toronto



THE UNIVERSITY OF TORONTO

1967

ONTARIO EDUCATION COUNCIL

March 18, 1967

Mr. William G. ...
Executive Director
115 King Street West
Toronto, Ontario
M5H 1K5

Dear Mr. Gault:

Re: Educational Institutions Represented by Ontario Education Council

In reply to the letter of March 15, 1967, I am pleased to inform you that the Ontario Education Council has accepted the request for the establishment of a working group to study the educational needs of the province.

The four-member panel consisting of individuals from the Ontario Education Council, the Ontario Education Council, the Ontario Education Council, and the Ontario Education Council, will be working with the Ontario Education Council to study the educational needs of the province. They will also be working with the Ontario Education Council to study the educational needs of the province.

I am sure that you will find the information contained in this letter to be of interest and value to you and your organization.

Thank you very much for your letter and for your contribution to the work of the Ontario Education Council.

Sincerely,

Robert Gault
Chairman

cc: Mr. Gault

cc: Mr. Gault, Executive Director, 1967



HAMILTON CONVENTION CENTRE

5

ADMINISTRATION/OPERATIONS COMMITTEES

REPORT

The Administration and Operations Committees met jointly on April 18th, 1983, and report as follows:

1. Mr. Carl Alkerton - Miss Nude World Pageant

The Committees received a presentation from Mr. Carl Alkerton in support of his bid to hold the Miss Nude World Pageant at the Centre. Mr. Alkerton distributed the attached brief to the Committee which outlines the history of the pageant, policies followed, and promotional value of the pageant with regard to dollar generation into the community.

The Committees discussed the matter at length and dealt with Mr. Alkerton on the basis that the pageant had an impeccable reputation, met all police standards, and was run in the best of taste.

However, the Committees gave strong consideration to the fact that community standards must be satisfied, especially in view of the fact that the Centre is a publicly-funded facility.

The Committees therefore unanimously recommend that the application of Mr. Alkerton to hold the Miss Nude World Pageant at the Hamilton Convention Centre be rejected.

2. Percentage of Concession Sales at Trade Shows

Frequently during trade/consumer shows, booth holders have products for sale from the floor, and in order to generate additional revenue for the Centre, the Committees recommend that the General Manager have authority to write into the trade show contract, a clause requiring booth holders who are selling products to pay to the Centre up to 15% of their gross sales.

This is a negotiable item, falling under the discretion of the General Manager.

3. Mini Contract

For the information of the Board, a copy of the revised mini contract is attached.

14-00000-100000

14-00000-100000

14-00000-100000

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on the subject of the above-captioned matter.

1. Mr. J. H. [Name] - [Address]

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on the subject of the above-captioned matter. It is noted that the above-captioned matter was referred to the Department of the Interior, Bureau of Land Management, for its consideration and action.

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3. Mr. J. H. [Name] - [Address]

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April 18, 1983.

OPERATIONS MATTERS

4. Moving of Security Office to Information Desk

The Board will recall that previous consideration has been given to moving the Security monitor to the Information Desk area.

The Committees advise that previous proposals were based on the premise that two Security guards would be used in the Centre. Currently however, for economy reasons, only one guard is used. Therefore, cost savings would be redundant. To move the security office, certain costs are involved. It would be necessary to move the fire panel, at an estimated cost of \$20,000. In addition, security monitors, door control panels, key cabinet, and other related equipment would have to be moved, at a cost of some \$5,000, for a total cost for the move of \$25,000.00.

Therefore, the Committees recommend that no action be taken to move the security office.

5. Hussey Seating - Report

For the information of the Board, the Architect for the Arena project is still confident that the Hussey Seating can be incorporated into the Arena, and a local cartage company has inspected the seating with a view to moving the seats into City storage.

There is also some outside interest in purchasing the seats.

6. Staff Changerooms

The Committees advise the plans for construction of staff changerooms have been finalized. It is proposed to construct a changeroom for female staff in Room 131, the cloakroom/locker room across from the Wentworth Hall and the changeroom for male staff is to be located in Room 231, the cloakroom/locker room next to Room 201.

The construction of these changerooms will bring the Centre in line with the provisions of Section 45 of the Food Premises Regulations.

The Committees recommend that management proceed with construction of these changerooms, using a tendering process to secure 1983 quotations for the work, and that once the amount is known, authority for financing from the Centre's 1983 capital allocation be sought from the Audit/Finance Committee.

7. Hamilton Convention & Show Services

For the information of the Board, Hamilton Convention & Show

CONFIDENTIAL - SECURITY

1. Review of the 1955-56 Season

The 1955-56 season was a very successful one for the Bureau. The work was done in a very efficient manner and the results were very satisfactory.

The Bureau has been very successful in its work during the past year. The work has been done in a very efficient manner and the results have been very satisfactory. The Bureau has been very successful in its work during the past year. The work has been done in a very efficient manner and the results have been very satisfactory.

The Bureau has been very successful in its work during the past year. The work has been done in a very efficient manner and the results have been very satisfactory.

2. Review of the 1956-57 Season

The 1956-57 season was a very successful one for the Bureau. The work was done in a very efficient manner and the results were very satisfactory.

The Bureau has been very successful in its work during the past year. The work has been done in a very efficient manner and the results have been very satisfactory.

3. Review of the 1957-58 Season

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4. Review of the 1958-59 Season

The 1958-59 season was a very successful one for the Bureau. The work was done in a very efficient manner and the results were very satisfactory.

April 18, 1983

Services has been granted a two-month extension to their contract.
Renewal of the contract will be discussed further at a later date.

Respectfully Submitted:

Keith L. Clark per k
KEITH L. CLARK, CHAIRMAN,
ADMINISTRATION COMMITTEE

Bill B. Stetson per b
BILL B. STETSON, CHAIRMAN,
OPERATIONS COMMITTEE

B. Cook
Secretary.

April 21, 1983.

There is a large amount of material in this report which is of a confidential nature and should be handled accordingly.

CONFIDENTIAL

1. The first part of the report deals with the general situation in the country and the progress of the work.

2. The second part of the report deals with the results of the work and the conclusions drawn therefrom.

Page 101

Page 102



April 18, 1983

THE MISS NUDE WORLD PAGEANT RESPECTFULLY SUBMITTS THE FOLLOWING PRESENTATION IN SUPPORT OF OUR APPLICATION TO STAGE THE 1983 PAGEANT AT THE CONVENTION CENTRE AUGUST 7, 1983.

Greetings,

The first Miss Nude World Pageant was held in 1970. Outdoors, at the Four Seasons Nature Resort in Flamborough.

Over the next several years, the event helped build the Four Seasons into one of North America's foremost naturist resorts.

As the original site was outgrown, the pageant moved to non-nudist venues, including Prudhomme's at Vineland and Canusa Park in Hamilton-Wentworth.

The aim has remained the same -- to promote nudist recreation and travel in a wholesome, healthy, happy atmosphere. We try always to respect the law and the rights of those who have divergent views.

Judges over the years have included prominent business men and women, elected officials and many journalists and broadcasters, among them Gordon Sinclair and Paul Hanover.

Pre-pageant promotion visits have been hosted by the CN Tower, Ontario Place, the African Lion Safari and other major tourist attractions.

We believe we have maintained a good rapport with

M.P.O. BOX 853, HAMILTON, ONTARIO, CANADA L8N 3N9



April 18, 1953

THE MISS WORLD PAGEANT REGISTRATION BEGINS THE FOLLOWING
REGISTRATION IN SUPPORT OF THE AMERICAN TO FIGHT THE 1953
PAGEANT AT THE CONVENTION CENTRE APRIL 2, 1953.

Gentlemen,

The first Miss World Pageant was held in 1951
outdoors, at the four seasons hotel in Vancouver.

Over the next several years, the event helped build
the four seasons into one of North America's foremost
resort hotels.

As the original site was outgrown, the pageant moved
to new indoor venues, including Vancouver's at the
and Canada Fair in Hamilton-Wentworth.

The site has remained the same - to provide ladies
entertainment and travel in a wholesome, healthy, happy
atmosphere. We try always to respect the law and the wishes
of those who have diverse views.

Today over the years have included prominent business
men and women, elected officials and many journalists and
broadcasters, among them Gordon Sinclair and Paul Hoggart.

See-please promotion girls have been hosted by the
El Tovar, Ontario Place, the Atlantic Hotel and other
major tourist attractions.

We believe we have maintained a good rapport with

page 2
April 18, 1983

provincial and regional police. We've often sought and accepted their guidance.

This is the pageant's 14th year and we'd like to come home to Hamilton. To take advantage of our city's first-class convention centre. And invite visitors to spend their travel dollars here.

The Miss Nude World Pageant isn't a strip show. It's much like the Miss Tiger-Cat and Miss Canada shows. With musical entertainment, costumed dancers, swimsuit competition and other elements that can best be presented indoors with proper lighting, seats, sound systems and power supply.

Yes, there will be nudity. Of course. But there will be nothing smutty and certainly nothing obscene. There is no desire to test the limits of community acceptance or the Criminal Code.

The pageant is dedicated to the promotion of nudism and tourism. Nudism as a form of social recreation promoting a healthy mind in a healthy body. Tourism as an exchange of culture in pursuit of peace, understanding and friendship.

Our policy is "everything in good taste."

That's why I am distressed to hear that our application is already drawing negative reactions from individuals ready to make moral judgments when they know little or nothing about the event.

The anti-everything faction that retards Hamilton's advancement will decry publicity given the pageant and will warn of damage to the city's image if the pageant is held at the convention centre. But we know that's wrong.

The Miss Nude World pageant is a positive force that has attracted international attention. Given the trust of the convention centre and the chance to proceed, we would hold that trust sacred and use the power of the pageant to promote the City of Hamilton.

page 3
April 18, 1983

To promote Hamilton as a beautiful, friendly city.
As a nice place to visit -- clean, safe and well-policed.
Governed by men and women with the intelligence, vision and
daring to accept new ideas in the cause of friendship,
understanding and peace through tourism.

As evidence of the support given us over the years,
we will circulate several letters and documents which
should be treated as confidential. Their authors had
confidence in our judgment not to publish or use such material
for publicity. Please return the papers after reading them.

Thank you for taking the time to listen and to consider
our application. We realize it is out of the ordinary and
we appreciate the position you are in. We have tried to
keep the application from becoming a media event, and will
continue to do so.

Thank you

Carl G. Alkerton
of behalf of the
Miss Nude World Pageant

CGA/lmc

HAMILTON CONVENTION CENTRE

AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE, THIS _____ day of _____, 19____
BETWEEN THE HAMILTON PLACE CONVENTION CENTRE, INC.
(hereinafter called the H.C.C.) AND

(hereinafter called the CLIENT)

The H.C.C. grants to the client the right to use a portion of the H.C.C. namely:

for the purpose of: _____

at the following times: _____

The client agrees:

1. To pay a fee as follows:

(a) A deposit of _____ at the time of signing of the agreement, which is non-refundable.

(b) The balance of the fee is to be paid as follows: _____

(c) To pay any and all charges referred to herein and any other charges that may occur, in full, 15 days from receipt of billing by the client and the client agrees that a charge of 2% per month shall be charged on all charges not so paid.

2. It is understood that the client will be responsible for damages to the premises and furnishings and will be assessed the amount of such damages as set by the H.C.C. H.C.C. may inspect the premises, together with the client if the client so desires, immediately after vacation of the premises by the client and estimate any damage suffered, and the client agrees to pay the amount of damages estimated. The findings of H.C.C. shall be final and binding.

3. The H.C.C. may revoke the use hereby granted and terminate this agreement at any time when, in the opinion of the H.C.C. the public interest so requires or when the character of the use is objectionable or in the case of strikes, disputes, or damage to the premises by fire or act of God in which event the deposit shall be returned.

4. That the H.C.C. shall not be responsible in any way for any injury to or loss suffered by any person, for any loss or damage to any property arising from any act or omission of the client, and the client shall indemnify H.C.C. therefrom.

5. To comply and secure compliance, at its expense, with all statutory enactments, laws, regulations, by-laws whether federal, provincial, municipal or otherwise, and all other authorities and rules and requirements of the Police and Fire Department, Liquor Licencing Board of Ontario, "The Liquor Licence Act 1975" and amendments thereto. Special attention will be paid by the client to legal age requirement and age of majority card and the client shall obtain and pay for all necessary permits and licences and shall not do or suffer to be done anything on the premises in contravention of any such statutory enactments, laws, regulations, by-laws, rules and requirements.

6. The client will ensure that all precautions are taken in connection with the building and contracts to protect the building, its contents and persons from fire and will provide at the client's expense, additional fire precautions as may be requested by the H.C.C.

7. That the client shall not keep, possess or use, not permit to be kept, possessed or used on the premises any alcoholic beverages of any kind, other than agreed under the events sheet.

THE PARTIES FURTHER AGREE:

(1) that the client has requested catering service, which shall be provided by the H.C.C. at the expense of the client for a minimum of _____ people. The H.C.C. shall provide an original estimate of cost based on the requirements of the client. The client shall advise the H.C.C. of any increase or decrease in the number of persons forty-eight (48) hours in advance (exclusive of Saturdays, Sundays, and Holidays) between the hours of 9:00 a.m. and 4:00 p.m. on normal working days before the date of the event. Where there is a decrease of persons and the client has not so advised the H.C.C., the client shall be responsible to pay for services based on the original estimate of cost.

(2) The H.C.C. has the right to enter the premises herein specified at all times.

(3) That the client shall observe and comply with the Rules and Regulations set forth on the reverse side of this document.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

THE HAMILTON PLACE CONVENTION CENTRE, INC.

Per: _____

CLIENT

RULES AND REGULATIONS GOVERNING THE USE OF THE CONVENTION CENTRE

REFERRED TO IN THE AGREEMENT BETWEEN:

THE HAMILTON PLACE CONVENTION CENTRE, INC.,

(hereinafter called the "H.C.C.")

- and -

(hereinafter called the "client")

1. The client shall not erect or operate upon said premises, without the written consent of the H.C.C. any steam engine, boiler, motor, stove, or machinery operated by electricity or other power.
2. The client shall not use, or permit the use upon the said premises of any liquid or solid substance of an explosive or highly inflammable nature.
3. The client shall not install any wires, electrical appliances, plumbing fixtures, or pipes without the written consent of the H.C.C. and that all electrical or plumbing work shall be carried out by a qualified electrician or plumber acceptable to the General Manager.
4. The client shall not allow nails, tacks, tape, screws or similar articles to be driven or placed in any part of the said premises.
5. The client shall not place, post or exhibit or allow to be placed, posted, or exhibited, decorations, signs, advertisements, show bills or any material of any description inside, in front of, or in any part of the facilities, except upon the regular billboards provided by the H.C.C. and may do so only upon the express permission being granted by the H.C.C. and shall be subject to the H.C.C.'s supervision.
6. The client shall not obstruct any portion of the sidewalks, entries, halls, vestibules, elevators, stairs, or ways of access to the public utilities of the building.
7. Any special lights or lighting fixtures other than those in ordinary usage shall be provided and paid for by the client. The client or his agents or employees shall not waste the light and water provided. In the event of any waste the client shall be liable therefor.
8. The client shall not sell or serve, or allow cigarettes, cigars, beverages, food, gum or refreshments of any kind to be sold, used, consumed, brought into, or served upon the said premises, except as permitted by the H.C.C.
9. The client shall adhere to smoking by-laws within the said building as from time to time may be designated by the H.C.C.
10. The client shall not use or permit the H.C.C. to be used for sleeping or lodging purposes.
11. The client shall not bring or keep any animal or animals in the H.C.C. or allow the same to be brought or kept in the premises without the written consent of the General Manager. In the event that the General Manager consents to the presence and use of an animal or animals in the building, the same shall be brought and kept therein only when required for the uses herein permitted and then only during such hours as the General Manager may determine.
12. The client shall not place any additional locks on the doors of the H.C.C. The H.C.C. will furnish all the necessary keys, but any duplicate keys required by the client will be furnished by the General Manager at the expense of the client. All the said keys, including such duplicate keys, shall be returned to the General Manager upon the termination of the agreement. The client shall reimburse the H.C.C. for all keys furnished by the H.C.C. which the client loses or fails to return to the H.C.C.
13. The client takes the premises in the condition he finds it and the client shall not, without the prior written consent of the General Manager, alter the premises in any way, change or re-arrange any equipment or fixtures. Provided, however, that at the termination of its agreement, the client, at the request of the General Manager, shall return such equipment and fixtures so removed, changed or re-arranged to the same location and condition as he found it. Such work as aforesaid shall be carried out at the expense of the client.
14. The client shall not erect any booth, stand, platform, railing or other structure in the building without the consent of the General Manager and unless a plan or description thereof has been filed with the General Manager and such plan or description has been approved by the General Manager in writing.
15. The client shall not distribute or circulate any advertising matter or programmes at the entrance to the facilities without the prior written consent of the H.C.C.
16. No provision of these regulations may be waived except in a special case and for good cause shown, and then only by a written memorandum to be attached to the contract and signed by the General Manager.
17. Any approval, consent or waiver given by the General Manager may be withdrawn, revised or revoked at any time and the H.C.C. shall not be liable for any loss or damages arising as a result thereof.
18. The client shall not admit to the premises a greater number of persons than the capacity therefore will accommodate or can safely or freely move about in the premises and the decision of the General Manager in this respect shall be final. The client will permit no chair or moveable seat to be placed or remain in the passageways and will keep all passageways clear at all times.
19. The doors, skylights, or openings that reflect or admit light into the building, and house lighting attachments shall not be covered or obstructed by the client.
20. The client will at all times respect the rights and privileges of other tenants or clients of the H.C.C. and the client shall not interfere with such tenants or clients.



HAMILTON CONVENTION CENTRE

MARKETING/SALES COMMITTEE

REPORT

The Marketing/Sales Committee met on April 19th and reports as follows:

1. Outdoor Patio Cafe

For the information of the Board, the Committee advises there will be a hearing before the Liquor Licence Board of Ontario on May 10th, 1983, with respect to the Centre's application for a patio licence.

In order to comply with requirements of the Liquor Licence Board of Ontario, the licenced area must be defined by a barrier, which must be 3' in height, and immovable. Management is considering the construction of wooden planter boxes 3' high by 8' in length for this purpose.

All requisite Health Department regulations regarding the service of foods outside will be determined and enforced.

2. Meeting Room Rentals

The Committee advises that a study has been undertaken of the Centre's meeting room rates in comparison with those of other civic facilities and local hotels.

Although rentals vary, the Committee has approved of the General Manager's recommendation that the Centre keep its rental rates as they currently are.

3. Sales Department Organization

From time to time, consideration has been given to combining the Catering (Client Services) and Sales Departments and the Committee reviewed the attached report of the General Manager in that regard.

With the organization changes recommended in the report of the Administration and Operations Committees, it is felt that no further changes involving the Sales Department are necessary at this time.

The Committee therefore recommends that the organization of the Sales Department remain the same.

10

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers who came to the shores of North America in search of a new life. These early pioneers faced many hardships, but they persevered and built a nation that would one day become a world power.

As the years passed, the United States grew in size and population. The discovery of gold in California and the opening of the West led to a period of rapid expansion. The Civil War, which began in 1861, was a turning point in the nation's history. It was a conflict that tested the strength of the Union and ultimately led to the preservation of the United States as a single, unified nation.

Following the Civil War, the United States entered a period of reconstruction. The nation was rebuilding itself, both physically and socially. The Reconstruction era was a time of great struggle and progress. It was a period when the principles of equality and justice were being firmly established in the hearts and minds of the American people.

The United States continued to grow and change. The Industrial Revolution brought about great changes in the way people lived and worked. The nation was becoming more and more industrialized, and the standard of living was rising. The United States was also becoming more and more powerful on the world stage.

The United States was a nation of great ideals and great achievements. It was a nation that had fought for freedom and justice, and it was a nation that had built a great and powerful empire. The United States was a nation that was proud of its history and its future.

The United States was a nation of great hopes and great dreams. It was a nation that was looking forward to a bright and glorious future. The United States was a nation that was full of life and full of promise. The United States was a nation that was a source of pride and inspiration to all who loved it.

The United States was a nation of great strength and great courage. It was a nation that had overcome many challenges and many hardships. The United States was a nation that was a source of strength and courage to all who loved it. The United States was a nation that was a source of pride and inspiration to all who loved it.

The United States was a nation of great love and great compassion. It was a nation that had shown great love and great compassion to all who were in need. The United States was a nation that was a source of love and compassion to all who loved it. The United States was a nation that was a source of pride and inspiration to all who loved it.

April 19, 1983.

For the information of the Board, evaluation of staff in the Sales Department is carried out by the General Manager by means of reviewing the monthly departmental overview, the weekly sales reports, and the Sales Manager's and Sales Representative's monthly quotas for new business, of \$25,000 and \$10,000 respectively. A copy of the 3 month Sales Department overview is attached for the information of the Board.

4. Sales Plan to Achieve Budgeted Revenue

The Committee advises of the following action of management in order to achieve the budgeted revenues, and regain any lost revenue.

The Marketing Plan is now in place and working effectively. Advertising and promotion have been intensified. Awareness generated from promotions, like Wintario, is turning into business. Newspaper advertising is continuing, and brochures aimed at the meeting/banquet, and wedding markets are almost ready. A direct mail campaign in late April will assist in attracting more clients for the fall and winter months.

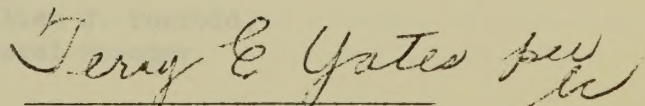
Additionally, in order to stimulate business during the slower summer months, the following activities are planned:

- (a) outdoor patio cafe
- (b) senior citizens' bus tours with coffee cake or lunch (tours to also involve Hamilton Place and Art Gallery)
- (c) renting of Chedoke Hall as a sound stage to production companies

The Committee also advises that lost revenues are being recovered, and the forecast currently is 1.325 million dollars for 1983.

It is therefore recommended that the Centre continue with the Marketing Plan, while carefully monitoring expense lines to ensure budget lines are maintained.

Respectfully Submitted:


TERRY E. YATES, CHAIRMAN.

B. Cook, Secretary.

April 21st, 1983.



HAMILTON CONVENTION CENTRE

3

REPORT

TO

MARKETING/SALES COMMITTEE

Re: Marketing/Sales Committee Minutes -
March 8th, 1983, Paragraph 4

Attached are the job descriptions for the three Sales employees:

Sales Manager -
Sales Representative
Secretary.

Since the Centre opened, Sales and Catering have worked in the same office area with natural divisions, Sales being responsible for the acquisition of business, and Catering being responsible for client services. The flow has been that once a sale is booked, then the client is turned over to Catering to proceed with the function. "Catering" here is a misnomer and is, in fact, "Client Services", and a new designation will be recommended to the Administration and Operations Committees for change. "Client Services" then is perceived as a natural part of Operations, the latter's aim being to deliver the function once it is acquired. (Proposed organization chart is attached). However, client services has nothing to do with revenue and total revenue responsibility must reside with the Sales Manager. For 1983, the sales quota is \$1.4 million dollars, and the Sales Manager must utilize resources effectively to produce this figure.

Therefore, I do not recommend any organizational change at this time in the Sales Department except that the full Centre revenue responsibility must rest with the Sales Manager.

William J. Penfold,
General Manager.

WJP:bc

April 13, 1983



REF.

This questionnaire asks you about your job — what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Use an extra sheet of paper if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Will each of you please sign it when you are satisfied with it. Then return it as directed.

1 POSITION IDENTIFICATION

Organization Hamilton Convention Centre Division or Department Marketing/Sales Dept.
Name Mary-Margaret Webster Position Title Sales Manager Title of Immediate Superior General Manager
Branch or Section _____ Location _____ Date January 5, 1983
Signed by Mary-Margaret Webster (Employee) _____ (Supervisor) _____ (Manager)

2 SUMMARY

List the 4 or 5 major activities you undertake. Describe each of them, by a phrase, in the spaces provided. Estimate (to the nearest 5%) the percentage of time per year you spend on each.

1. Acquire new clients % 35
2. Develop & retain present clients % 15
3. Acquire competitive intelligence % 10
4. Supervise & motivate dept. staff % 30
5. Liaise with key support groups, e.g. hoteliers/H.W. Economic Development % 10

3. DESCRIPTION

On this page and the next, write a paragraph(s) to describe each of the activities listed in question 2. Provide details or examples to illustrate the scope and complexity of each activity.

Activity 1

Acquiring new clients is a process which involves the following activities

- 1) identification of prospective client from various sources
- 2) qualifying prospective clients by examining their financial ability, history (meetings/banquets/conventions) and location
- 3) preapproach - determining call objectives (which may be to make an introduction, or gather more information, or to make an immediate sale)
- 4) approach - knowing how to meet and greet the prospect identifying the prospect's needs and buying style and using a formulated approach based on needs satisfaction and often aided by promotional materials Handling objectives and turning the objection into a reason for buying
- 5) demonstration (site inspection)
- 6) closing - making the sale and completing the necessary paperwork
- 7) follow-up -
 1. initiate client's evaluation of H.C.C. services relative to client's function
 2. repeat business

100-100000-100000

100-100000-100000

The purpose of this document is to provide a summary of the information contained in the attached documents. The information is being provided for your information and is not intended to be used for any other purpose. The information is being provided for your information and is not intended to be used for any other purpose.

1. SUMMARY

The purpose of this document is to provide a summary of the information contained in the attached documents. The information is being provided for your information and is not intended to be used for any other purpose. The information is being provided for your information and is not intended to be used for any other purpose.

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Activity 2

In a competitive industry like ours it is essential to communicate with clients in order to retain their business and wherever possible increase business. A major responsibility in this area is the initiation of the client function evaluation procedure (internally and externally).

Activity 3

A vital survival tactic is to know what our competitors are doing and how they may be focusing their marketing efforts. To gain this understanding I do the following:

communication with competitors' clients, competitors' employees, and other competitors
scrutiny of competitors' promo materials, fee schedules, menus, room rates, policy statements, sales strategies, marketing plans, and organizational philosophy

Activity 4

Provision of a marketing point of view to senior administration, helping to formulate marketing plans for the organization, staffing, directing and co-ordinating marketing activities; proposing new services to meet emerging market needs; recruiting, training, motivation, and evaluating sales personnel and co-ordinating the work of sales personnel with other marketing functions

see section 9

Activity 5

H.C.C. is a place for people to meet, to socialize and to dine. Because we do not have sleeping accommodation, retail stores, and other infrastructure within our walls it is necessary to liaise with hoteliers, attractions personnel, Chamber of Commerce officials (business community), H.-W. Tourism and Convention Bureau, and a host of related organizations

This formal and informal process cultivates goodwill and also builds trust. This interface encourages problem identification and problem resolution.

It is a very important point to note that the results of the survey are not in any way intended to be a final statement on the subject. The survey was only a preliminary study and the results are only indicative of the general trend of opinion. It is hoped that the results will be of interest to the public and that they will be able to see the need for further research.

A further point to note is that the survey was carried out in a very limited area and the results are only indicative of the general trend of opinion. It is hoped that the results will be of interest to the public and that they will be able to see the need for further research. The survey was only a preliminary study and the results are only indicative of the general trend of opinion. It is hoped that the results will be of interest to the public and that they will be able to see the need for further research.

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4 EDUCATION

- (a) What do you consider to be the minimum schooling required for this job?

Ontario Secondary School Graduation Diploma or equivalent

- (b) Is a Provincial or other vocational Mandatory ☐ Please specify: Marketing/Communications
or professional certification or degree: Preferred ☒ certificate or diploma

5 EXPERIENCE

How much concentrated, "on-the-job" training time would be required to achieve average competence (given the education in 4. (Experience may be gained on the present or preceding jobs.) Check appropriate time.

About: 1 month ☐ 3 months ☐ 6 months ☐ 1 year ☒
3 years ☐ 5 years ☐ 7 years ☐ More ☐

6 INDEPENDENCE OF ACTION

- (a) List up to 4 examples of decisions you make or duties you perform without reference to superiors or subsequent checks. (b) List up to 4 examples of duties or decisions on which you seek consultation, check or approval of superior.

- | | |
|---|---|
| 1. <u>contractual arrangements for bookings</u> | 1. <u>reduction rates beyond guidelines</u> |
| 2. <u>decisions regarding supervision of departmental staff</u> | approval for activities requiring |
| 3. _____ | 2. <u>G.M.'s time e.g. television show</u> |
| 4. _____ | 3. <u>expenditures beyond budget allocation</u> |
| | 4. _____ |

7 ERRORS

Check worst consequences of errors that could be made in your position.

- | | |
|---|--|
| (a) Time loss by other staff ☐ | (d) Risk of injury or death to others ☐ |
| (b) Financial loss to organization ☒ | (e) Damage to equipment or material waste ☐ |
| (c) Damage internal or external relations ☒ | (f) Effects on long-range planning ☐ |

8 WORKING WITH OTHERS (Excluding those supervised - See 9)

With whom are you required to work in doing your job. Use titles

	Position Contacted	How Often	Purpose
(a) Inside organization	General Manager	frequently	consultation/reference
	Catering Manager	frequently	menus, changes in functions
	Function book co-ordinator	daily	bookings
(b) Outside organization	Clients	daily	information/bookings tours, presentations
	Hotels	frequently	room reservations/quotes
	H-W Economic Development	frequently	consultation

1. **IDENTIFICATION**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

2. **EDUCATION**

Level of Education: _____

Field of Study: _____

Graduation Year: _____

3. **EMPLOYMENT HISTORY**

Employer: _____

Position: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

4. **REFERENCES**

Reference 1: _____

Reference 2: _____

Reference 3: _____

5. **ADDITIONAL INFORMATION**

Other: _____

Signature: _____

Date: _____

9 SUPERVISION EXERCISED

Check off supervisory duties (if any) which you exercise.

- | | |
|--|---|
| (a) Assign and check work of others doing similar work to yours. | X |
| (b) Provide technical guidance to junior staff. | X |
| (c) Supervise a small group; assign the work to be done, the methods to be used, take responsibility for all the work of the group. | X |
| (d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. | X |
| (e) Other. | |

10 EMPLOYEES SUPERVISED

Indicate the number of staff for whose work you are fully accountable.

	1 - 3	4 - 10	11 - 15	16 - 25	26 - 35	36 - 50	51 - 75	76 - 125	126 - 200	200 plus
Full-time Employees	X									
Part-time Employees										

11 PHYSICAL DEMANDS

Check the appropriate level(s)

Condition	Occasional	Frequent	Continuous
Typical office conditions			
Climbing, lifting, etc.	X		
Heavy physical effort			
Intense visual concentration			
Business travel		X	

12 JOB ENVIRONMENT

- (a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, travel, danger.

Comparable to standard office.

Minor disadvantages, e.g.

Major unpleasant aspects, e.g.

Heat/cold fluctuations, inadequate telephone system, noise transmission

- (b) How many hours per week do you work?

45 - 50

What, if any, shift work do you have?

evening/weekend appointments

Other unusual hours? On call?

duty manager and on call

1. Name of the person: _____

2. Date of birth: _____

3. Sex: _____

4. Address: _____

5. Occupation: _____

6. Signature: _____

Table with 10 columns and 2 rows. Headers are partially legible.

1	2	3	4	5	6	7	8	9	10

Table with 4 columns and 6 rows. Headers are partially legible.

1	2	3	4

7. Signature: _____

8. Date: _____

9. Place: _____

10. Remarks: _____



REF.

This questionnaire asks you about your job — what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Use an extra sheet of paper if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Will each of you please sign it when you are satisfied with it. Then return it as directed.

1 POSITION IDENTIFICATION

Organization Hamilton Convention Centre

Division or Department Marketing/Sales Department

Name V. C. C. C. Position Title Sales Representative Title of Immediate Superior Sales Manager

Branch or

Section _____ Location _____

Date January 5, 1983

Signed by _____
(Employee)

(Supervisor)

(Manager)

2 SUMMARY

List the 4 or 5 major activities you undertake. Describe each of them, by a phrase, in the spaces provided. Estimate (to the nearest 5%) the percentage of time per year you spend on each.

- | | | | |
|---|-------------|------------------------------------|-------------|
| 1. <u>pursue and open new accounts</u> | <u>65 %</u> | 4. <u>competitive intelligence</u> | <u>10 %</u> |
| 2. <u>record keeping</u> | <u>15 %</u> | 5. _____ | <u>%</u> |
| 3. <u>attend and contribute to sales meetings</u> | <u>10 %</u> | | |

3. DESCRIPTION

On this page and the next, write a paragraph(s) to describe each of the activities listed in question 2. Provide details or examples to illustrate the scope and complexity of each activity.

Activity 1

Acquiring new clients is a process which involves the following activities

- 1) identification of prospective clients from various sources
- 2) qualifying prospective clients by examining their financial ability, history (meetings/banquets) and location
- 3) preapproach - determining call objectives (which may be to make an introduction, or gather more information, or to make an immediate sale.
- 4) approach - knowing how to meet and greet the prospect identifying the prospect's needs and buying style and using a formulated approach based on needs satisfaction and often aided by promotional materials. Handling objections and turning the objection into a reason for buying
- 5) demonstration (site inspection)
- 6) closing - making the sale and completing the necessary paperwork
- 7) follow-up -
 1. initiate client's evaluation of H.C.C. services relative to client's function
 2. repeat business



The following information was obtained from the records of the Federal Bureau of Investigation, Department of Justice, on the above captioned matter.

IDENTIFICATION

On the above captioned matter, the following information was obtained from the records of the Federal Bureau of Investigation, Department of Justice, on the above captioned matter.

REFERENCE

The following information was obtained from the records of the Federal Bureau of Investigation, Department of Justice, on the above captioned matter.

REMARKS

The following information was obtained from the records of the Federal Bureau of Investigation, Department of Justice, on the above captioned matter.

Activity 2

Internal record keeping must be accurate and systematic:

call reports completed
booking forms completed
weekly progress reports completed
client files dated for tracing and follow-up
copies sent to appropriate internal sources

Activity 3

Sales representative attends periodic sales meetings to contribute facts, indicate trends and exchange information on sales developments and activities.

Activity 4

Sales representative provides information gleaned from the field on competitor's activities, prices, promotions, etc.

Activity 5

	Person Contacted	How Often	Purpose
(a) Inside organization	Sales Manager	Daily	Self review/overall sales
	Sales/Marketing Secretary	Frequently	correspondence, reports, etc.
	Sales Office book expeditors	Frequently	bookings
(b) Outside organization	Clients	Daily	orders/information/bookings

The first section of the report deals with the general situation in the country.

It is a very interesting and informative report.

The second section of the report deals with the specific situation in the country.

It is a very interesting and informative report.

The third section of the report deals with the specific situation in the country.

It is a very interesting and informative report.

The fourth section of the report deals with the specific situation in the country.

The fifth section of the report deals with the specific situation in the country.

4 EDUCATION

(a) What do you consider to be the minimum schooling required for this job?

Ontario Secondary School Graduation Diploma, or equivalent

(b) Is a Provincial or other vocational Mandatory ☐ Please specify: Marketing, communications, and
or professional certification or degree: Preferred ☐ sales courses

5 EXPERIENCE

How much concentrated, "on-the-job" training time would be required to achieve average competence (given the education in 4. (Experience may be gained on the present or preceding jobs.) Check appropriate time.

About: 1 month ☐ 3 months ☒ 6 months ☐ 1 year ☐
3 years ☐ 5 years ☐ 7 years ☐ More ☐

6 INDEPENDENCE OF ACTION

(a) List up to 4 examples of decisions you make or duties you perform without reference to superiors or subsequent checks.

1. Contractual arrangements for bookings
2. _____
3. _____
4. _____

(b) List up to 4 examples of duties or decisions on which you seek consultation, check or approval of superior.

1. reduction rates
2. expenditures
3. _____
4. _____

7 ERRORS

Check worst consequences of errors that could be made in your position.

- | | |
|---|--|
| (a) Time loss by other staff ☐ | (d) Risk of injury or death to others ☐ |
| (b) Financial loss to organization ☒ | (e) Damage to equipment or material waste ☐ |
| (c) Damage internal or external relations ☒ | (f) Effects on long-range planning ☐ |

8 WORKING WITH OTHERS (Excluding those supervised — See 9)

With whom are you required to work in doing your job. Use titles

	Position Contacted	How Often	Purpose
(a) Inside organization	Sales Manager	daily	reference/consultation
	Sales/Marketing Secretary	frequently	correspondence/messages/clerical
	Function book co-ordinator	frequently	bookings
(b) Outside organization	Clients	daily	tours/information/bookings

SECTION 1

1. The purpose of this section is to provide information regarding the project and its objectives. The project is designed to improve the efficiency of the current system and to ensure that all data is accurate and up-to-date.

SECTION 2

2. The project will be implemented in three phases. Phase 1 will focus on data collection and analysis. Phase 2 will focus on system design and development. Phase 3 will focus on testing and deployment.

SECTION 3

3. The project team consists of the following members: [Name], [Name], [Name], [Name], [Name]. Each member has specific responsibilities and will be working closely together to ensure the success of the project.

SECTION 4

4. The project budget is estimated to be \$100,000. This includes the cost of personnel, materials, and other resources required for the project.

SECTION 5

Table with 3 columns: Item, Quantity, and Price. The table lists various items and their associated costs.

Item	Quantity	Price
Item 1	10	\$100
Item 2	5	\$200
Item 3	20	\$50
Item 4	15	\$150
Item 5	8	\$120
Item 6	12	\$80
Item 7	6	\$180
Item 8	4	\$220
Item 9	9	\$90
Item 10	7	\$140

9 SUPERVISION EXERCISED

Check off supervisory duties (if any) which you exercise.

- (a) Assign and check work of others doing similar work to yours. _____
- (b) Provide technical guidance to junior staff. _____
- (c) Supervise a small group; assign the work to be done, the methods to be used, take responsibility for all the work of the group. _____
- (d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. _____
- (e) Other. _____

10 EMPLOYEES SUPERVISED

Indicate the number of staff for whose work you are fully accountable.

	1 - 3	4 - 10	11 - 15	16 - 25	26 - 35	36 - 50	51 - 75	76 - 125	126 - 200	200 plus
Full-time Employees										
Part-time Employees										

11 PHYSICAL DEMANDS

Check the appropriate level(s)

Condition	Occasional	Frequent	Continuous
Typical office conditions			
Climbing, lifting, etc.			
Heavy physical effort			
Intense visual concentration			
Business travel		X	

12 JOB ENVIRONMENT

- (a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, travel, danger.

Comparable to standard office. _____

Minor disadvantages, e.g. _____

Major unpleasant aspects, e.g. _____

- (b) How many hours per week do you work? _____

40

What, if any, shift work do you have? _____

evening/weekend appointments

Other unusual hours? On call? _____

1. PERSONAL DATA

1.1 Name: _____

1.2 Date of Birth: _____

1.3 Sex: _____

1.4 Marital Status: _____

1.5 Address: _____

1.6 Telephone: _____

1.7 E-mail: _____

2. EDUCATION

2.1 Education Level

Level	Year	Grade	Score
Primary	1998	100	100
High School	2002	95	95
University	2005	88	88

3. EMPLOYMENT

3.1 Employment History

Company	Position	Start Date	End Date
ABC Company	Software Engineer	2008	2012
XYZ Company	Product Manager	2013	2017
DEF Company	Business Development	2018	2020

4. REFERENCES

4.1 Reference 1: _____

4.2 Reference 2: _____

4.3 Reference 3: _____

4.4 Reference 4: _____

4.5 Reference 5: _____



past work in Hamilton

HAMILTON CONVENTION CENTRE

JOB DESCRIPTION

SALES REPRESENTATIVES

(new)

PRIMARY ROLE -

Primary role to sell Hamilton Convention Centre products/services to the local community thereby generating revenue and creating a positive image of Hamilton Convention Centre as a desirable place to meet, to dine, etc.

DUTIES -

1. Pursue and open new accounts within specified territory.
2. To develop current and past accounts into rebookings.
3. Maintain and develop sales records, reports, and other necessary documentation.
4. Communicate regularly and effectively within Sales and Marketing department as well as with other Hamilton Convention Centre departments.
5. Conduct comprehensive sales presentations and site inspections.
6. Write effective sales proposals.
7. Initiate evaluations of Hamilton Convention Centre performance to clients (measurement of client satisfaction).
8. Participate in the ongoing reassessment of the sales plans.
9. Attend and contribute to periodical sales meetings.
10. Other duties as assigned.

SPECIFIC SKILLS AND KNOWLEDGE -

Ability to communicate accurately and effectively in written and oral forms

Human Relations Skills

Community Awareness

Drivers License Desirable

Good Health and ability to work well under stress

HAWAIIAN COMMISSION CRUISE

ST. LOUIS, MISSOURI

(a) General Information

General Information

The purpose of this cruise is to collect biological specimens and to study the local economy, climate, and general conditions of the Hawaiian Islands. The cruise will be conducted in the Hawaiian Islands, and the results will be reported to the Hawaiian Commission.

Objectives

1. To determine the general conditions of the Hawaiian Islands.
2. To determine the local economy and general conditions of the Hawaiian Islands.
3. To determine the climate and general conditions of the Hawaiian Islands.
4. To determine the biological specimens and general conditions of the Hawaiian Islands.
5. To determine the local economy and general conditions of the Hawaiian Islands.
6. To determine the climate and general conditions of the Hawaiian Islands.
7. To determine the biological specimens and general conditions of the Hawaiian Islands.
8. To determine the local economy and general conditions of the Hawaiian Islands.
9. To determine the climate and general conditions of the Hawaiian Islands.
10. Other duties as assigned.

Scientific Results and Observations

Results of the scientific observations and general conditions of the Hawaiian Islands.

Results of the scientific observations and general conditions of the Hawaiian Islands.

Results of the scientific observations and general conditions of the Hawaiian Islands.

Results of the scientific observations and general conditions of the Hawaiian Islands.

Results of the scientific observations and general conditions of the Hawaiian Islands.

PERSONAL ATTRIBUTES -

Disciplined, team-playing, profitability oriented persons who also retain the qualities of self-motivation, aggressiveness, resourcefulness, persistence, honesty, integrity, and commitment to the client and to the Hamilton Convention Centre.

JOB FACTORS IMPACTING ON SALES FORCE -

1. travel
2. paper work
3. high proportion of refusal

MMW:jer
Sept. 20/82



REF.

This questionnaire asks you about your job — what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Use an extra sheet of paper if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Will each of you please sign it when you are satisfied with it. Then return it as directed.

1 POSITION IDENTIFICATION

Organization Hamilton Convention Centre

Division or
Department Marketing/Sales Department

Name Janet E. Reid Position Title Secretary

Title of
Immediate Superior Sales Manager

Branch or
Section _____

Location _____

Date January 5, 1983

Signed by _____

(Employee)

(Supervisor)

(Manager)

2 SUMMARY

List the 4 or 5 major activities you undertake. Describe each of them, by a phrase, in the spaces provided. Estimate (to the nearest 5%) the percentage of time per year you spend on each.

- | | |
|---|--|
| 1. <u>Secretarial Services for Marketing/</u> | <u>Site inspections for Public Relations</u> |
| <u>Sales Department</u> | <u>as well as Marketing/Sales activities</u> |
| % 40% | % 15% |
| 2. <u>Maintenance of client leads system</u> | % 25% |
| 3. <u>Co-ordination of display window</u> | % 20% |
| <u>rentals</u> | |

3. DESCRIPTION

On this page and the next, write a paragraph(s) to describe each of the activities listed in question 2. Provide details or examples to illustrate the scope and complexity of each activity.

Activity 1

Type all departmental correspondence which includes bid proposals, contracts, sales and promotional correspondence, etc. On own initiative, answer routine correspondence. In absence of sales Manager/Representative, screen telephone calls assisting and gaining as much information as possible. Establish and maintain good relations with all clients and prospective clients to encourage future and repeat business. Continual update of mailing lists for direct mail and newsletter. Organize all departmental conference and travel arrangements -- reservations, registration, money conversions, etc. Actively co-ordinate update of community resource material and all H.C.C. promotional material. Conduct all word-processing activities related to direct mail campaigns.

Activity 2

Control, on a continual basis, a "fail safe" client leads system giving attention to each sales lead at the designated follow-up date.

Activity 3

Generate regular source of revenue by systematizing rental of display windows. Maintain accurate record of rental inquiries for follow-up when vacancies are available. Process tenant agreements and ensure collection of rent. Issue status reports to Sales Manager.

Activity 4

Conduct site inspections, outlining H.C.C. services and availability in the absence of Sales Manager/Representative. Operate 16 m.m. film projector for viewing of H.C.C. promotional film.

Activity 5

Position/Contention	How Often	Remarks
1. Sales Manager	Daily	Check on all sales leads and follow-up on all sales leads.
2. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
3. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
4. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
5. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
6. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
7. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
8. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
9. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.
10. Sales Representative	Weekly	Check on all sales leads and follow-up on all sales leads.

4 EDUCATION

(a) What do you consider to be the minimum schooling required for this job?

Ontario Secondary School Graduation Diploma or equivalent

(b) Is a Provincial or other vocational Mandatory ☐ Please specify: Word Processing certification
or professional certification or degree: Preferred ☒

5 EXPERIENCE

How much concentrated, "on-the-job" training time would be required to achieve average competence (given the education in 4. (Experience may be gained on the present or preceding jobs.) Check appropriate time.

About: 1 month ☒ (of formal plus several months of coaching & experience gathering.)
3 months ☐ 6 months ☐ 1 year ☐
3 years ☐ 5 years ☐ 7 years ☐ More ☐

6 INDEPENDENCE OF ACTION

(a) List up to 4 examples of decisions you make or duties you perform without reference to superiors or subsequent checks.

1. contractual arrangements re display window rental
2. _____
3. _____
4. _____

(b) List up to 4 examples of duties or decisions on which you seek consultation, check or approval of superior.

1. client trace dates
2. rental rates
3. _____
4. _____

7 ERRORS

Check worst consequences of errors that could be made in your position.

- | | | | |
|---|-------------------------------------|---|--------------------------|
| (a) Time loss by other staff | ☐ | (d) Risk of injury or death to others | ☐ |
| (b) Financial loss to organization | ☒ | (e) Damage to equipment or material waste | ☐ |
| (c) Damage internal or external relations | ☒ | (f) Effects on long-range planning | ☐ |

8 WORKING WITH OTHERS (Excluding those supervised - See 9)

With whom are you required to work in doing your job. Use titles

	Position Contacted	How Often	Purpose
(a) Inside organization	Sales Manager	daily	correspondence/messages/clerical
	Sales Representative	frequently	correspondence/messages/clerical
(b) Outside organization	All clients	frequently	tours/information
	Area attractions people	frequently	update information
	Economic Development	frequently	word processing

1. What is the purpose of this document? (100-1000)

2. What is the purpose of this document? (100-1000)

3. What is the purpose of this document? (100-1000)

4. What is the purpose of this document? (100-1000)

5. What is the purpose of this document? (100-1000)

6. What is the purpose of this document? (100-1000)

7. What is the purpose of this document? (100-1000)

8. What is the purpose of this document? (100-1000)

9. What is the purpose of this document? (100-1000)

10. What is the purpose of this document? (100-1000)

Item	Description	Quantity	Unit
1	Item 1	100	100
2	Item 2	100	100
3	Item 3	100	100
4	Item 4	100	100
5	Item 5	100	100
6	Item 6	100	100
7	Item 7	100	100
8	Item 8	100	100
9	Item 9	100	100
10	Item 10	100	100

9 SUPERVISION EXERCISED

Check off supervisory duties (if any) which you exercise.

- (a) Assign and check work of others doing similar work to yours. _____
- (b) Provide technical guidance to junior staff. _____
- (c) Supervise a small group; assign the work to be done, the methods to be used, take responsibility for all the work of the group. _____
- (d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. _____
- (e) Other. _____

10 EMPLOYEES SUPERVISED

Indicate the number of staff for whose work you are fully accountable.

	1 - 3	4 - 10	11 - 15	16 - 25	26 - 35	36 - 50	51 - 75	76 - 125	126 - 200	200 plus
Full-time Employees										
Part-time Employees										

11 PHYSICAL DEMANDS

Check the appropriate level(s)

Condition	Occasional	Frequent	Continuous
Typical office conditions			
Climbing, lifting, etc. (16 m.m. projector)		X	
Heavy physical effort			
Intense visual concentration (word processing)		X	
Business travel			

12 JOB ENVIRONMENT

- (a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, travel, danger.

Comparable to standard office.

Minor disadvantages, e.g.

Major unpleasant aspects, e.g.

inadequate telephone system, hot & cold temperature fluctuation, noise transmission

- (b) How many hours per week do you work?

What, if any, shift work do you have?

Other unusual hours? On call?

37½ or additional hours when requested for site inspections, sales blitz, etc.



HAMILTON CONVENTION CENTRE

SALES/MARKETING DEPARTMENT

THREE-MONTH OVERVIEW DEFINITE BOOKINGS

NOTE 1

ESTIMATED REVENUE

JANUARY, 1983

No Sales Representative on Staff.

Sales Manager - \$87,611.02

FEBRUARY, 1983

NOTE: The Sales Representative was hired this month and started on February 7th, 1983. The training period was two weeks.

Sales Representative \$ 3,000.00

Sales Manager \$ 6,871.30.

MARCH, 1983

Sales Representative \$13,375.00

Sales Manager 26,985.00.

THREE MONTH TOTAL: \$137,842.32.

- NOTE 1 - Sales Manager based on \$25,000 per month quota
- Sales Representative based on \$10,000 per month quota.



HAWAIIAN CONVENTION CENTER

FINANCIAL STATEMENT

STATE OF HAWAII, DEPARTMENT OF REVENUE

REVENUE STATEMENT

REVENUE, 1991

REVENUE FROM THE STATE OF HAWAII

REVENUE FROM THE STATE OF HAWAII

REVENUE, 1992

NOTE: The State Department of Revenue has been authorized to collect the State of Hawaii's share of the Federal Tax on the State of Hawaii.

REVENUE FROM THE STATE OF HAWAII

REVENUE FROM THE STATE OF HAWAII

REVENUE, 1993

REVENUE FROM THE STATE OF HAWAII

REVENUE FROM THE STATE OF HAWAII

REVENUE FROM THE STATE OF HAWAII

NOTE: The State Department of Revenue has been authorized to collect the State of Hawaii's share of the Federal Tax on the State of Hawaii.

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HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE THREE MONTH
PERIOD ENDED MARCH 31, 1983

I N D E X
 OPERATING RESULTS FOR
 THE FIRST QUARTER
 ENDED MARCH 31, 1983

Introduction	
Revenue recap 3301	Page 1.
Rental Revenues 3301 - 10	Page 2.
Food & Beverage Banquets 3301 - 20	Page 3.
Other Revenue 3301 - 30	Page 4, 5.
Expenditures Recap 3321	Page 6.
Administration 3321 - 01	Page 7, 8.
Management Staff Recruitment 3321 - 02	Page 9.
Information Desk 3321 - 06	Page 10.
Financial Expenditures 3321 - 08	Page 11.
Building Maintenance 3321 - 10	Page 12, 13.
Purchasing/Receiving 3321 - 20	Page 14.
Marketing/Sales 3321 - 30	Page 15.
Food & Beverage - Administration 3321 - 50	Page 16.
Food & Beverage - Kitchen 3321 - 52	Page 17.
Food & Beverage - Banquets 3321 - 54	Page 18.
Food & Beverage - Wastage 3321 - 58	Page 19, 20.
Part-Time Labour Utilization Report	Page 21.
Analysis of Food & Beverage Costs	Page 22.
Inventories	Page 23.
Aging of Accounts Receivable	Page 24.

ACCOUNT NUMBER 3301 INDICATES REVENUES

ACCOUNT NUMBER 3321 INDICATES EXPENDITURES

HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE
THREE MONTH PERIOD ENDED MARCH 31, 1983

Enclosed are the operating results for the three month period ended March 31, 1983, which indicate a deficit of approximately \$151,096. This represents an increase of \$65,060 in the deficit from that previously reported for the two month period ended February 28, 1983. The magnitude of the increase is due primarily to the following non-recurring items:

- (1) professional services provided in respect of the litigation which have been estimated by our solicitor and auditor to be approximately \$40,300 for the month of March, 1983; and
- (2) payment of \$3,600 in vacation pay to the Centre's former assistant general manager who resigned on March 25, 1983.

A COMPARISON OF THE 1983 ACTUAL DEFICIT
WITH THAT BUDGETED FOR THE THREE

MONTH PERIOD

The estimated actual deficit of \$151,096 for 1983 compares unfavorably with the budgeted deficit of \$142,000 for the same three month period due primarily to:

- (1) estimated professional fees in respect of the litigation being \$26,566 higher than that budgeted for the three month period; and
- (2) estimated professional fees in respect of the salary review being \$1,796 higher than that budgeted.

If the above two overages had not occurred, then the Centre's deficit would have been below budget by \$19,266.

A COMPARISON OF THE THREE MONTH ACTUAL
DEFICIT FOR 1983 WITH THAT INCURRED FOR 1982

The 1983 first quarter deficit compares very favorably with that of 1982 due largely to the \$91,241 reduction in 1983 of advertising and promotion charges. Partially offsetting this, however, was a \$33,201 increase in legal and audit fees for 1983.

con't...

REVENUES

Revenues for the first quarter of 1983 are down approximately \$74,743 from that realized for the same period in 1982. Furthermore, it should be noted that revenues are also \$33,061 below budget for the same three month period.

Financially, this revenue shortfall has more than been compensated for by the following reductions from budget:

- (1) \$7,244 in total janitorial and security costs;
- (2) \$6,183 in total advertising, promotion and travelling (marketing department) costs;
- (3) \$10,855 in part-time labor costs (see page 21 attached); and
- (4) \$5,552 in food and beverage costs (see page 22 attached).

If you have any questions, please contact either Mr. William Penfold, the General Manager, or myself.

Yours very truly,

John A. Leuser
John A. Leuser B.Comm., C.A.
Director of Finance

April 14, 1983

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	<u>Budgeted Operating Results For</u>		<u>Actual Operating Results For</u>		Remaining 1983 Annual Operating Budget
		The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	
\$ 71,927	Rentals, etc. 3301 - 10	\$ 271,900	\$ 60,500	\$ 58,225	21.4%	\$ 213,675
256,597	F & B Banquets, etc. 3301 - 20 -	1,052,000	239,700	213,245	20.3%	838,755
31,858	Other Operating Revenue 3301 - 30 -	76,100	18,500	14,169	18.6%	61,931
\$ 360,382	Total Revenues exlcuding the City of Hamilton Contribution	\$1,400,000	\$ 318,700	\$ 285,639	20.4%	\$1,114,361
\$ 203,782	The City of Hamilton Contribution - 3301 - 02 -	\$ 526,890	\$ 142,000	\$ 151,096	28.7%	\$ 375,794
\$ 564,164		\$1,926,890	\$ 460,700	\$ 436,735	22.7%	\$ 1,490,155

Note: It should be noted that:

- (1) The operating statements have been prepared on the accrual basis of accounting; and
- (2) No provision for other than legal and audit fees has been made in the operating statements in respect of the litigation.

TABLE 1. SUMMARY OF DATA

These values are based on the data reported in the following table.

TABLE 1. SUMMARY OF DATA		TABLE 2. SUMMARY OF DATA	
Year	Value	Year	Value
1960	100.0	1960	100.0
1961	105.0	1961	105.0
1962	110.0	1962	110.0
1963	115.0	1963	115.0
1964	120.0	1964	120.0
1965	125.0	1965	125.0
1966	130.0	1966	130.0
1967	135.0	1967	135.0
1968	140.0	1968	140.0
1969	145.0	1969	145.0
1970	150.0	1970	150.0
1971	155.0	1971	155.0
1972	160.0	1972	160.0
1973	165.0	1973	165.0
1974	170.0	1974	170.0
1975	175.0	1975	175.0
1976	180.0	1976	180.0
1977	185.0	1977	185.0
1978	190.0	1978	190.0
1979	195.0	1979	195.0
1980	200.0	1980	200.0
1981	205.0	1981	205.0
1982	210.0	1982	210.0
1983	215.0	1983	215.0
1984	220.0	1984	220.0
1985	225.0	1985	225.0
1986	230.0	1986	230.0
1987	235.0	1987	235.0
1988	240.0	1988	240.0
1989	245.0	1989	245.0
1990	250.0	1990	250.0
1991	255.0	1991	255.0
1992	260.0	1992	260.0
1993	265.0	1993	265.0
1994	270.0	1994	270.0
1995	275.0	1995	275.0
1996	280.0	1996	280.0
1997	285.0	1997	285.0
1998	290.0	1998	290.0
1999	295.0	1999	295.0
2000	300.0	2000	300.0
2001	305.0	2001	305.0
2002	310.0	2002	310.0
2003	315.0	2003	315.0
2004	320.0	2004	320.0
2005	325.0	2005	325.0
2006	330.0	2006	330.0
2007	335.0	2007	335.0
2008	340.0	2008	340.0
2009	345.0	2009	345.0
2010	350.0	2010	350.0
2011	355.0	2011	355.0
2012	360.0	2012	360.0
2013	365.0	2013	365.0
2014	370.0	2014	370.0
2015	375.0	2015	375.0
2016	380.0	2016	380.0
2017	385.0	2017	385.0
2018	390.0	2018	390.0
2019	395.0	2019	395.0
2020	400.0	2020	400.0

Budgeted
Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
\$ 71,927	Rentals - 3301 - 10 -	\$ 271,900	\$ 60,500	\$ 58,225	21.4%	\$ 213,675
\$ 23,480	Wentworth Exhibition Hall - 10	\$ 95,000		\$ 24,312	25.6%	\$ 70,688
450	Display Windows - 11	2,000		1,275	63.8%	725
9,087	Albion Room - 20	35,800		7,288	20.4%	28,512
655	Meeting Room No. 201 - 21	1,700		391	23.0%	1,309
2,205	Meeting Room No. 202 - 22	8,000		810	10.1%	7,190
755	Meeting Room No. 203 - 23	5,000		605	12.1%	4,395
540	Meeting Room No. 204 - 24	1,300		180	13.8%	1,120
298	Meeting Room No. 205 - 25	3,000		986	32.9%	2,014
1,475	Meeting Room No. 206 - 26	7,500		1,810	24.1%	5,690
25,880	Chedoke Banquet Hall - 30	80,000		14,000	17.5%	66,000
5,850	Webster Room - 31	21,500		5,380	25.0%	16,120
742	Meeting Room No. 314 - 32	8,000		417	5.2%	7,583
300	Hamilton Convention & Show Services - 40	1,200		300	25.0%	900
80	Grand Piano Rental - 55	400		300	75.0%	100
130	Rental of Tables, Chairs, Etc. - 60	1,500		171	11.4%	1,329

Budgeted
Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
\$ 256,597	Food & Beverage Sales - Banquet - 3301 - 20 -	\$ 1,052,000	\$ 239,700	\$ 213,245	20.3%	\$ 838,755
\$ 166,235	Food - 10	\$ 675,000	\$ 168,200	\$ 145,131	21.5%	\$ 529,869
7,171	Coffee, Juice (non-bar) Soft Drinks - 15	45,000		6,510	14.5%	38,490
29,714	Liquor - 35	120,000		26,402	22.0%	93,598
22,781	Beer - 40	90,000		13,159	14.6%	76,841
28,036	Wine - 45	107,000		19,740	18.4%	87,260
2,660	Soft Drinks (bar) and Fruit Punch - 50	15,000	\$ 71,500	2,303	15.4%	12,697

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	\$ 76,100	\$ 18,500	\$ 14,169	18.6%	\$ 61,931
Other Operating Revenue -					
3301 - 30 -	\$ -		\$ -	-	\$ -
Corrections to Prior Year Revenues - 12					
Audio-Visual Electrical, Lighting, & Operating Equipment Recoveries - 50	38,700		5,609	14.5%	33,091
Staff Time Recoveries - Bartenders - 60	300		108	36.0%	192
Staff Time Recoveries - Wait Staff - 61	1,200		125	10.4%	1,075
Staff Time Recoveries - Cashiers - 62	9,000		3,130	34.8%	5,870
Staff Time Recoveries - Security - 63	10,000		1,287	12.9%	8,713
Staff Time Recoveries - Room Preparation - 64	1,800		1,520	84.4%	280
Staff Time Recoveries - Janitors - 67	2,500		654	26.2%	1,846
Staff Time Recoveries - Elevator Operator - 68	400		-	-	400
Corkage Recoveries - 70	200		-	-	200

Budgeted
Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	The Year Ended December 31, 1983	Actual		Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
			The Three Month Period Ended March 31, 1983	Operating Results For The Three Month Period Ended March 31, 1983		
\$ 5,534	Ticket Sales - Amateur Sport	-	\$ 768	\$ -	-	\$ -
(5,534)	Dinner Theatre and Other - 89	-	(768)	-	-	-
2,451	Settlement of Events -	4,000	675	16.9%	16.9%	3,325
98	Clearing - 90	400	46	11.5%	11.5%	354
-	Cigarette Sales - 92	-	-	-	-	-
1,688	Bell Canada Commission - 93	7,600	1,015	13.4%	13.4%	6,585
	Sale of Hamilton Games - 97					
	Miscellaneous Recoveries - 99					

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Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	EXPENDITURES - 3321 -					
\$ 75,784	Administration - 01	\$ 329,360	\$ 101,320	\$ 127,744	38.8%	\$ 201,616
-	Management Staff Recruitment - 02	2,000	1,285	1,304	65.2%	696
6,600	Information Desk & Smoke Shop - 06	23,830	5,434	2,765	11.6%	21,065
1,410	Financial Expenditures - 08	15,300	3,195	1,509	9.9%	13,791
97,945	Building Maintenance - 10	388,370	83,198	70,279	18.1%	318,091
6,279	Purchasing/Receiving - 20	34,710	8,552	6,979	20.1%	27,731
129,459	Marketing & Sales Promotion- 30	144,790	32,134	25,343	17.5%	119,447
24,522	F & B Administration- 50	92,040	23,669	25,062	27.2%	66,978
107,281	F & B Kitchen - 52	416,850	96,117	81,770	19.6%	335,080
114,884	F & B Banquet - 54	479,640	105,796	93,940	19.6%	385,700
-	F & B Wastage - 58	-	-	40	-	(40)
\$ 564,164		\$1,926,890	\$ 460,700	\$ 436,735	22.7%	\$1,490,155

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Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
Description					
Administration 3321 - 01 -	\$ 329,360	\$ 101,320	\$ 127,744	38.8%	\$ 201,616
Salaries & Wages - 01	\$ 198,900	\$ 52,916	\$ 52,916	26.6%	\$ 145,984
Temporary Help - Office - 02	500	-	-	-	500
Long Term Disability - 04	1,800	450	450	25.0%	1,350
Pensions - 05	14,460	3,855	3,855	26.7%	10,605
Unemployment Insurance - 07	4,540	1,020	1,020	22.5%	3,520
Medical & Hospital - 08	8,040	2,010	2,010	25.0%	6,030
Group Life Insurance - 10	3,000	610	610	20.3%	2,390
Telephones & Telegrams - 11	21,000	4,500	4,433	21.1%	16,567
Postage - 16	2,900	500	416	14.3%	2,484
Office Supplies & Stationery - 21	7,100	1,000	731	10.3%	6,369
Compensation to Client/Guest for lost items, cleaning, etc. - 25	-	-	155	-	(155)
Rental To Hamilton Place in order to re-schedule - 28	-	-	-	-	-
Repairs & Maintenance - Office Equipment - 31	1,000	190	-	-	1,000
Licences and Permits - 43	500	105	50	10.0%	450
Bank Charges - 44	100	10	(5)	-	105

Budgeted
Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
Description	\$	\$	\$		\$
Service Charges - 45	300	60	59	19.7%	241
Brinks Charges - Trans- portation of Money - 46	1,200	200	176	14.7%	1,024
Consultant's Fees - 56	7,260	7,260	9,056	124.7%	(1,796)
Entertainment Expenses - General Manager - 61	2,000	300	137	6.9%	1,863
Entertainment Expenses - Assist. Gen. Man. - 62	-	-	-	-	-
Board of Directors Meetings - 63	2,240	400	381	17.0%	1,859
Over & Short - 66	-	-	(3)	-	3
Office Equipment - 71	1,000	250	-	-	1,000
Rental - Office Equipment - 83	18,000	4,498	4,045	22.5%	13,955
Travelling - 91	1,000	176	9	0.9%	991
Car Allowance - 92	-	-	-	-	-
Memberships & Subscriptions - 93	1,500	769	497	33.1%	1,003
Training Courses - 94	300	61	-	-	300
Audit Fees - 97	12,720	3,180	7,100	55.8%	5,620
Legal Fees - 98	18,000	17,000	39,646	220.3%	(21,646)

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	<u>Description</u>				
\$ -	Management Staff Recruitment 3321 - 02 -	\$ 2,000	\$ 1,285	65.2%	\$ 696
\$ -	Recruiting Costs - 12	\$ 2,000	\$ 1,285	65.2%	\$ 696
-	Consultant's Fees - 60	-	-	-	-
-	Relocation Cost - Staff - 96	-	-	-	-

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	<u>Description</u>				
\$ 6,600	Information Desk & Smoke Shop - 3321 - 06 -	\$ 23,830	\$ 5,434	11.6%	\$ 21,065
\$ 4,167	Temporary Help - 02	\$ 19,000	\$ 4,323	10.6%	\$ 16,984
129	Pensions - 05	500	116	7.8%	461
167	Unemployment Insurance - 07	680	152	12.5%	595
2,137	Tobacco Supplies - 23	3,000	681	15.4%	2,537
-	Cigarette Machine Rental - 87	650	162	24.9%	488

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	<u>\$ 15,300</u>	<u>\$ 3,195</u>	<u>\$ 1,509</u>	<u>9.9%</u>	<u>\$ 13,791</u>
Financial Expenditures					
3321 - 08 -	\$ 100	25	\$ 9	9.0%	\$ 91
Credit Bureau Charges - 47	200	50	-	-	200
Provision for Collection Fees - 48					
Provision for Bad Debts - 49	6,000	1,500	1,500	25.0%	4,500
Replacement - China - 71	2,000	290	-	-	2,000
Replacement - Glassware - 72	1,000	190	-	-	1,000
Replacement - Silver - 73	1,000	190	-	-	1,000
Replacement - Linen - 74	4,000	760	-	-	4,000
Replacement - Furniture - 75	-	-	-	-	-
Replacement - Interior Decorations - 76	-	-	-	-	-
Replacement - Kitchenware - 77	1,000	190	-	-	1,000

Account Name	Account Number	Balance	Debit	Credit	Balance	Debit	Credit	Balance	Debit	Credit	Balance	Debit	Credit
General Fund	1000	1000.00			1000.00			1000.00			1000.00		
Capital Projects	2000												
Grants	3000												
Operating Expenses	4000												
Equipment	5000												
Inventory	6000												
Accounts Payable	7000												
Accounts Receivable	8000												
Fixed Assets	9000												
Retained Earnings	10000												
Unrestricted Fund	11000												
Restricted Fund	12000												
Interfund	13000												
Other	14000												
Total		1000.00			1000.00			1000.00			1000.00		

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
\$ 97,945	Building Maintenance - 3321 - 10 -	\$ 388,370	\$ 83,198	\$ 70,279	18.1%	\$ 318,091
\$ 6,913	Salaries and Wages - 01	\$ 18,680	\$ 4,330	\$ 4,330	23.2%	\$ 14,350
-	Temporary Help - 02	12,000	2,702	442	3.7%	11,558
45	Long Term Disability Premium - 04	190	49	-	-	190
479	Pensions - 05	1,680	420	330	19.6%	1,350
138	Unemployment Insurance - 07	1,070	235	140	13.1%	930
230	Medical & Hospital - 08	1,290	323	323	25.0%	967
62	Group Life Insurance - 10	180	45	41	22.8%	139
2,000	Water Rates and Sewer Surcharge - 13	6,000	1,500	1,500	25.0%	4,500
807	Garbage Disposal - 19	2,800	649	277	9.9%	2,523
1,948	Christmas Decorations - 21	-	-	-	-	-
-	Cleaning Supplies - 22	4,000	1,000	713	17.8%	3,287
1,345	Operating Supplies - 23	1,000	250	131	13.1%	869
20,649	Repairs & Maintenance - Engineering (0333-0999) Responsibilities - 31	113,380	20,670	20,670 (1)	18.2%	92,710
912	Repairs & Maintenance - Building - 33	21,200	3,000	2,552	12.0%	18,648

(1) An estimate based on budgeted information provided to the Hamilton Convention Centre.

1. The following information is being provided to you for your information only. It is not intended to be used for any other purpose.

Item	Quantity	Unit	Price	Total	Notes
1.000	1.000	lb	1.00	1.00	1.000 lb of material
2.000	2.000	lb	2.00	4.00	2.000 lb of material
3.000	3.000	lb	3.00	9.00	3.000 lb of material
4.000	4.000	lb	4.00	16.00	4.000 lb of material
5.000	5.000	lb	5.00	25.00	5.000 lb of material
6.000	6.000	lb	6.00	36.00	6.000 lb of material
7.000	7.000	lb	7.00	49.00	7.000 lb of material
8.000	8.000	lb	8.00	64.00	8.000 lb of material
9.000	9.000	lb	9.00	81.00	9.000 lb of material
10.000	10.000	lb	10.00	100.00	10.000 lb of material
11.000	11.000	lb	11.00	121.00	11.000 lb of material
12.000	12.000	lb	12.00	144.00	12.000 lb of material
13.000	13.000	lb	13.00	169.00	13.000 lb of material
14.000	14.000	lb	14.00	196.00	14.000 lb of material
15.000	15.000	lb	15.00	225.00	15.000 lb of material
16.000	16.000	lb	16.00	256.00	16.000 lb of material
17.000	17.000	lb	17.00	289.00	17.000 lb of material
18.000	18.000	lb	18.00	324.00	18.000 lb of material
19.000	19.000	lb	19.00	361.00	19.000 lb of material
20.000	20.000	lb	20.00	400.00	20.000 lb of material
21.000	21.000	lb	21.00	441.00	21.000 lb of material
22.000	22.000	lb	22.00	484.00	22.000 lb of material
23.000	23.000	lb	23.00	529.00	23.000 lb of material
24.000	24.000	lb	24.00	576.00	24.000 lb of material
25.000	25.000	lb	25.00	625.00	25.000 lb of material
26.000	26.000	lb	26.00	676.00	26.000 lb of material
27.000	27.000	lb	27.00	729.00	27.000 lb of material
28.000	28.000	lb	28.00	784.00	28.000 lb of material
29.000	29.000	lb	29.00	841.00	29.000 lb of material
30.000	30.000	lb	30.00	900.00	30.000 lb of material
31.000	31.000	lb	31.00	961.00	31.000 lb of material
32.000	32.000	lb	32.00	1024.00	32.000 lb of material
33.000	33.000	lb	33.00	1089.00	33.000 lb of material
34.000	34.000	lb	34.00	1156.00	34.000 lb of material
35.000	35.000	lb	35.00	1225.00	35.000 lb of material
36.000	36.000	lb	36.00	1296.00	36.000 lb of material
37.000	37.000	lb	37.00	1369.00	37.000 lb of material
38.000	38.000	lb	38.00	1444.00	38.000 lb of material
39.000	39.000	lb	39.00	1521.00	39.000 lb of material
40.000	40.000	lb	40.00	1600.00	40.000 lb of material
41.000	41.000	lb	41.00	1681.00	41.000 lb of material
42.000	42.000	lb	42.00	1764.00	42.000 lb of material
43.000	43.000	lb	43.00	1849.00	43.000 lb of material
44.000	44.000	lb	44.00	1936.00	44.000 lb of material
45.000	45.000	lb	45.00	2025.00	45.000 lb of material
46.000	46.000	lb	46.00	2116.00	46.000 lb of material
47.000	47.000	lb	47.00	2209.00	47.000 lb of material
48.000	48.000	lb	48.00	2304.00	48.000 lb of material
49.000	49.000	lb	49.00	2401.00	49.000 lb of material
50.000	50.000	lb	50.00	2500.00	50.000 lb of material
51.000	51.000	lb	51.00	2601.00	51.000 lb of material
52.000	52.000	lb	52.00	2704.00	52.000 lb of material
53.000	53.000	lb	53.00	2809.00	53.000 lb of material
54.000	54.000	lb	54.00	2916.00	54.000 lb of material
55.000	55.000	lb	55.00	3025.00	55.000 lb of material
56.000	56.000	lb	56.00	3136.00	56.000 lb of material
57.000	57.000	lb	57.00	3249.00	57.000 lb of material
58.000	58.000	lb	58.00	3364.00	58.000 lb of material
59.000	59.000	lb	59.00	3481.00	59.000 lb of material
60.000	60.000	lb	60.00	3600.00	60.000 lb of material
61.000	61.000	lb	61.00	3721.00	61.000 lb of material
62.000	62.000	lb	62.00	3844.00	62.000 lb of material
63.000	63.000	lb	63.00	3969.00	63.000 lb of material
64.000	64.000	lb	64.00	4096.00	64.000 lb of material
65.000	65.000	lb	65.00	4225.00	65.000 lb of material
66.000	66.000	lb	66.00	4356.00	66.000 lb of material
67.000	67.000	lb	67.00	4489.00	67.000 lb of material
68.000	68.000	lb	68.00	4624.00	68.000 lb of material
69.000	69.000	lb	69.00	4761.00	69.000 lb of material
70.000	70.000	lb	70.00	4900.00	70.000 lb of material
71.000	71.000	lb	71.00	5041.00	71.000 lb of material
72.000	72.000	lb	72.00	5184.00	72.000 lb of material
73.000	73.000	lb	73.00	5329.00	73.000 lb of material
74.000	74.000	lb	74.00	5476.00	74.000 lb of material
75.000	75.000	lb	75.00	5625.00	75.000 lb of material
76.000	76.000	lb	76.00	5776.00	76.000 lb of material
77.000	77.000	lb	77.00	5929.00	77.000 lb of material
78.000	78.000	lb	78.00	6084.00	78.000 lb of material
79.000	79.000	lb	79.00	6241.00	79.000 lb of material
80.000	80.000	lb	80.00	6400.00	80.000 lb of material
81.000	81.000	lb	81.00	6561.00	81.000 lb of material
82.000	82.000	lb	82.00	6724.00	82.000 lb of material
83.000	83.000	lb	83.00	6889.00	83.000 lb of material
84.000	84.000	lb	84.00	7056.00	84.000 lb of material
85.000	85.000	lb	85.00	7225.00	85.000 lb of material
86.000	86.000	lb	86.00	7396.00	86.000 lb of material
87.000	87.000	lb	87.00	7569.00	87.000 lb of material
88.000	88.000	lb	88.00	7744.00	88.000 lb of material
89.000	89.000	lb	89.00	7921.00	89.000 lb of material
90.000	90.000	lb	90.00	8100.00	90.000 lb of material
91.000	91.000	lb	91.00	8281.00	91.000 lb of material
92.000	92.000	lb	92.00	8464.00	92.000 lb of material
93.000	93.000	lb	93.00	8649.00	93.000 lb of material
94.000	94.000	lb	94.00	8836.00	94.000 lb of material
95.000	95.000	lb	95.00	9025.00	95.000 lb of material
96.000	96.000	lb	96.00	9216.00	96.000 lb of material
97.000	97.000	lb	97.00	9409.00	97.000 lb of material
98.000	98.000	lb	98.00	9604.00	98.000 lb of material
99.000	99.000	lb	99.00	9801.00	99.000 lb of material
100.000	100.000	lb	100.00	10000.00	100.000 lb of material

Budgeted
Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
Description					
\$ 5,750	\$ 32,000	\$ 8,000	\$ 8,000 (1)	25.0%	\$ 24,000
Insurance - Fire and Liability - 42					
17,967	59,500	13,225	9,385	15.8%	50,115
Contractual Services - Janitorial - 57					
31,259	90,000	22,050	18,646	20.7%	71,354
Contractual Services - Security - 58					
2,926	11,000	1,650	1,655	15.0%	9,345
Contractual Services - Various - 60					
4,555	10,000	2,500	1,044	10.4%	8,956
Security - Recoverable From Events - 61					
(40)	800	200	100	12.5%	700
Small Tools - 73					
-	1,000	250	-	-	1,000
Furnishings & Decorations - 74					
-	600	150	-	-	600
Rental - Maintenance Equipment - 88					

(1) An estimate based on budgeted information provided to the Hamilton Convention Centre.

Budgeted
Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	<u>\$ 34,710</u>	<u>\$ 8,552</u>	<u>\$ 6,979</u>	<u>20.1%</u>	<u>\$ 27,731</u>
Purchasing/Receiving - 3321 - 20 -					
Salaries and Wages - 01	\$ 18,900	\$ 4,874	\$ 4,874	25.8%	\$ 14,026
Temporary Help - 02	10,000	2,282	1,122	11.2%	8,878
Long Term Disability Premium - 04	190	48	50	26.3%	140
Pensions - 05	1,650	400	370	22.4%	1,280
Unemployment Insurance - 07	1,000	243	190	19.0%	810
Medical and Hospital - 08	1,290	323	323	25.0%	967
Group Life Insurance - 10	180	45	45	25.0%	135
Operating Supplies - 23	1,500	337	5	0.3%	1,495

1000	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
50	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
200	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
300	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
400	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
500	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
600	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
700	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
800	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
900	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000
1000	Chemical address - 51	1000	1000	1000	1000	1000	1000	1000	1000

Chemical address - 51

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	<u>\$ 144,790</u>	<u>\$ 32,134</u>	<u>\$ 25,343</u>	<u>17.5%</u>	<u>\$ 119,447</u>
Marketing and Sales Promotion 3321 - 30 -	\$ 67,000	\$ 15,010	\$ 15,010	22.4%	\$ 51,990
Salaries & Wages - 01	700	148	140	20.0%	560
Long Term Disability Premium - 04	5,100	1,080	1,080	21.2%	4,020
Pensions - 05	1,940	412	412	21.2%	1,528
Unemployment Insurance - 07	3,200	566	512	16.0%	2,688
Medical and Hospital - 08	950	135	130	13.7%	820
Group Life Insurance - 10	50,000	11,198	6,720	13.4%	43,280
Advertising and Promotion - 12	1,500	240	162	10.8%	1,338
Office Supplies - 21	1,500	375	239	15.9%	1,261
Entertainment Expense - Sales Manager - 61	2,000	200	-	-	2,000
Entertainment Expense - Sales Rep. - 63 (1982 - Dir. of Marketing)	7,000	1,750	45	0.6%	6,955
Travelling - 91	2,400	600	600	25.0%	1,800
Car Allowance - 92	1,500	420	293	19.5%	1,207
Memberships and Subscriptions - 93					

Budgeted
Operating

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or 1983 Achieved	Remaining 1983 Annual Operating Budget
Description					
Food and Beverage - Catering - General Administration 3321 - 50 -	\$ 92,040	\$ 23,669	\$ 25,062	27.2%	\$ 66,978
Salaries and Wages - 01	\$ 76,850	\$ 19,742	\$ 19,742	25.7%	\$ 57,108
Gratuity Recoveries on Salaries - 02	(10,370)	(2,351)	(2,026)	19.5%	(8,344)
Long Term Disability Premium - 04	850	213	213	25.1%	637
Pensions - 05	5,670	1,430	1,430	25.2%	4,240
Workmen's Compensation - 06	3,000	750	2,500	83.3%	500
Unemployment Insurance - 07	1,940	450	450	23.2%	1,490
Medical and Hospital - 08	2,900	594	594	20.5%	2,306
Group Life Insurance - 10	920	171	171	18.6%	749
Office Supplies and Printing (Menus and Tickets) - 21	9,300	2,325	1,824	19.6%	7,476
Laundry and Rental - 27	-	-	-	-	-
Entertainment Expenses - Catering Manager - 60	600	150	-	-	600
Entertainment Expenses - Catering Representative (1982- Director of Catering) - 61	200	50	19	9.5%	181
Travelling - 91	-	-	-	-	-
Memberships and Subscriptions - 93	180	145	145	80.6%	35

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
	\$ 416,850	\$ 96,117	\$ 81,770	19.6%	\$ 335,080
Description					
Food and Beverage - Kitchen					
3321 - 52 -					
Salaries and Wages - 01	\$ 100,810	\$ 22,966	\$ 22,966	22.8%	\$ 77,844
Gratuity Recovery on Salaries - 02	(20,740)	(4,702)	(4,051)	19.5%	(16,689)
Temporary Help - Cooks and Kitchen - 03	13,680	3,196	2,428	17.7%	11,252
Long Term Disability Premium - 04	1,050	248	232	22.1%	818
Pensions - 05	8,260	1,840	1,740	21.1%	6,520
Unemployment Insurance - 07	4,160	987	740	17.8%	3,420
Medical and Hospital - 08	5,000	1,082	1,076	21.5%	3,924
Temporary Help - Stewarding - 09	34,720	7,910	4,986	14.4%	29,734
Group Life Insurance - 10	910	210	191	21.0%	719
Cleaning and Operating Supplies - 23	13,000	3,010	2,928	22.5%	10,072
Repairs & Maintenance - Kitchen Equipment - 32	3,500	400	516	14.7%	2,984
Food Cost - 64	252,000	58,870	48,018	19.1%	203,982
Rental - Operating Equipment - 88	500	100	-	-	500

Budgeted

Page 18.

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	Description	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
} \$ 4,125 - 27,974 15,670	Uniforms, Clothing and Laundry - 27	\$ 17,500	\$ 4,000	\$ 2,977	70.8%	\$ 14,523
	Linen Cleaning - 28	16,500	3,750	4,207	25.5%	12,293
	Repairs - Piano etc. - 32	2,500	500	263	10.5%	2,237
	Beverage Costs - 65	119,520	25,740	21,641	18.1%	97,879
	Rental - Operating Equip. - 88	34,000	6,250	5,877	17.3%	28,123

Budgeted Operating Results For

Actual Operating Results For The Three Month Period Ended March 31, 1982	The Year Ended December 31, 1983	The Three Month Period Ended March 31, 1983	Actual Operating Results For The Three Month Period Ended March 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved	Remaining 1983 Annual Operating Budget
Description					
Food and Beverage - Wastage and Staff Refreshment 3321 - 58 -	\$ -	\$ -	\$ 40	-	\$ (40)
Food - Wastage - 64	\$ -	\$ -	\$ -	-	\$ -
Liquor - Wastage/Breakage - 65	\$ -	\$ -	40	-	(40)
Liquor, Beer, Etc. - Theft - 66	-	-	-	-	-
Food - Staff Refreshment - 67	-	-	-	-	-
Soft Drink and Juice - Staff Refreshment - 69	-	-	-	-	-



HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION

REPORT FOR THE PERIOD OF

JANUARY 1, 1983 TO MARCH 31, 1983

Part-Time Staff	Actual		Budget Based On		Over (Under) Budget
	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Actual Revenues Achieved	Amount (including 4% Vacation pay accrued) Net Of Recoveries	
Cashiers	\$ 1,763	.83% (1)	\$ 3,625		\$ (1,862)
Cooks & Kitchen	2,428	1.6% (2)	2,881		(453)
Stewarding	4,986	2.3% (1)	7,037		(2,051)
Service	14,558	6.8% (1)	15,354		(796)
Porter	13,258	4.9% (3)	14,116		(858)
Information Desk	2,016	.74% (3)	3,909		(1,893)
Maintenance Help	442	.16% (3)	2,443		(2,001)
Storeman	1,122	.41% (3)	2,063		(941)
	<u>\$40,573</u>		<u>\$51,428</u>		<u>\$ (10,855)</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of March, 1983, the Centre was under-budget for part-time labor to the extent of \$3,476.

HAMILTON CONVENTION CENTRE
ANALYSIS OF FOOD AND BEVERAGE COSTS FOR
THE PERIOD OF JANUARY 1, 1983 TO MARCH 31, 1983

<u>Item</u>	<u>ACTUAL</u>		<u>BUDGET</u>		<u>Over (Under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 48,018	31.7%	\$ 53,074	35.0%	\$ (5,056)
Beverage Costs	<u>21,681</u>	35.2%	<u>22,177</u>	36.0%	<u>(496)</u>
	<u>\$ 69,699</u>		<u>\$ 75,251</u>		<u>\$ (5,552)</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

The Centre's food and beverage margins for the month of March, 1983 were 31.9% and 34.4%, respectively.

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT MARCH 31, 1983

WITH THAT AT FEBRUARY 28, 1983,

JANUARY 31, 1983 AND DECEMBER 31, 1982

<u>Type of Inventory</u>	<u>MARCH 31, 1983</u>	<u>FEBRUARY 28, 1983</u>	<u>JANUARY 31, 1983</u>	<u>DECEMBER 31, 1982</u>
Liquor/Wine/Beer	\$ 32,127.88	\$ 30,169.77	\$ 30,639.29	\$ 32,282.20
Food	23,250.66	23,133.06	20,252.44	23,736.45
Tobacco	459.29	343.96	303.16	386.58
Dry Goods	10,933.32	11,992.86	11,589.24	12,307.84
Pop Cannisters	<u>4,538.00</u>	<u>3,808.00</u>	<u>3,744.00</u>	<u>4,400.00</u>
	<u>\$ 71,309.15</u>	<u>\$ 69,447.65</u>	<u>\$ 66,528.13</u>	<u>\$ 73,113.07</u>

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT MARCH 31, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 99,222.	\$ 62,660. (1)	\$32,731. (2)	-	\$ 3,831. (3)
100%	63.2%	33.0%	-%	3.8%

(1) As at April 14, 1983 subsequent payments of \$45,421 have been received.

(2) As at April 14, 1983 subsequent payments of \$3,764 have been received.

(3) Represents one invoice in the amount of \$3,831. which has been forwarded to City Legal Department for collection. This invoice has been fully provided for in the Centre's 1982 year-end allowance for doubtful accounts.

Comments By The Director Of Finance:

The aging above deteriorated in March, 1983 due to delays of as much as two weeks by City Treasury in processing our sales invoices. I have been assured by City Treasury that this will not re-occur.



HAMILTON CONVENTION CENTRE

FIRST 1983 CAPITAL SUBMISSION

Pricing on these items has been received from City Purchasing Office. However, it is important to note that when approved, our Purchasing Policy will be followed on each item. In addition, prior to purchasing of each item, as outlined in the Purchasing Policy, Management will take to the Board a specific request for that item. A brief rationale as to the need is also provided; we would be pleased to expand on that rationale.

1. Burnishing Machine 1 x \$7,472.00 \$7,472.00

This piece of equipment prolongs the life of all silverware in the facility as well as maintaining a high degree of shine to our silverware. It is felt that by purchasing this machine that the replacement of our silverware can be extended. We are currently experiencing tarnishing problems with our silverware therefore this machine will eliminate those types of problems.

2. Upright Piano With Cover 4,000.00 4,000.00

Currently in the facility we have a grand piano that is in working order. The upright piano with cover will allow us to provide the proper flexibility that a facility of this size requires. It should be noted that a charge is levied to clients for rental of a piano. The cover, naturally, is to protect the piece of equipment from damage.

3. Electrical Steam Hose 2,000.00 2,000.00

This piece of equipment is required to properly steam down and clean not only the garbage bins we use in the facility but the compactor and compactor room itself. This would eliminate the odor problem that has occurred from the compactor room and also ensure a high degree of health and standards.

4. Cage for the Banquet Office 1,800.00

Due to the amount of small equipment stored in the Banquet Office for meeting room use, a better security system of that equipment is required.

...2/

Construction of a cage in the Banquet Office will allow us to store equipment in that office in a secure manner.

5. Large Meat Slicer 12" 3,390.00 3,390.00

The requirement of a large meat slicer has been brought to our attention by the Health & Safety Committee of the City of Hamilton. We are experiencing problems in our Kitchen with the size of the meat packages required to be cut and the corresponding size of the machines we currently have. A large meat slicer will allow us to increase our flexibility in cutting meat and make the procedure much more safe. It should be noted that we have had two incidents of serious cuts on the present meat slicers due to the size being too small for the meat packages we require to cut in some instances.

6. Cash Count Room 2,000.00 2,000.00

A cash count room is required to secure the cash controls in the facility. Currently, we are using an office on the 2nd floor level that does not provide the proper amount of security for the money and/or the individuals. A cash count room will totally alleviate any security concerns as this room would be locked at all times and act much as a parcel cage.

7. Cash Registers 2 x 2,161.40 4,322.80 * requirement

Currently, the facility owns two bar ticket cash registers. We have found that these cash registers have increased our flexibility as well as provide stronger controls over the sale of bar tickets. It has been our intent to have a total of six bar cash registers therefore, this request for four will satisfy the needs, provide total flexibility, and total control over bar ticket sales. It should also be noted that we can eliminate the time required by our cashiers in cashing out - for example, it takes approximately 1-1½ hours under the ticket system as compared to a maximum of 15 minutes using the cash registers to cash out. This naturally, will reflect in time in savings of cost of labour.

reduced
from four
to two cash
registers

8. Glass Racks 172 racks & dollies 5,475.00

Currently, we are storing a large volume of our glassware in boxes. The Hamilton-Wentworth Health Dept. has indicated concern with the sanitary conditions of storing in cardboard boxes. To alleviate any health concerns and to provide

flexibility in movement of boxes, we request 172 additional racks.

9. Storage Shelves - Liquor Room 2,000.00

Apparently we are using portable racks in the liquor room for storage of liquor. We have found this system in the interim to be satisfactory however, to provide proper control over liquor storage and inventory in the liquor storage room, proper shelving should be constructed.

10. Two-Way Radios 1 X 1,200.00 1,200.00 * requirement reduced from 2 to 1 radio

Currently, the facility owns ten two-way radios and the addition of two two-way radios will greatly improve our communication between staff. It has been found that the two-way radios provide instant communication and have increased our flexibility and our reaction to security situations. It should be noted that from time to time we rent radios to our clients, therefore, there is a small cost recovery involved.

11. Refrigeration Unit - Wine Storage 2,300.00 2,300.00

Currently, in the bar storage area there is no provision made for cooling of wine. Full unopened cases of wine remain in the loading dock cooler. However, those cases of wine that have been opened up must remain in bar storage. When a function comes up requiring wine service, we naturally go to the open cases of wine and have found that we've had to chill those wine bottles on ice far in advance of the function. This refrigeration unit would naturally provide better security and inventory control over open cases of wine but more importantly eliminate the need for long range planning for pre-cooling of wine for functions.

12. Liquor Cage Trolleys(1 - 24 x 48 x 70)1,067.00
(1 - 24 x 30 x 70) 833.00 1,900.00

Liquor Cage Trolleys are a secure way of transporting liquor from bar storage to the portable bars. These carts are lockable. Purchase of these carts will ensure that necessary controls on liquor transportation are strengthened.

13. Parfait Glasses 42 x 12.75/doz. 535.50

Parfait glasses are required to increase our menu flexibility, thus increasing our profit line on any particular menu.

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the situation in the country.

The second part of the report is devoted to a detailed analysis of the situation in the country. It is divided into three main sections: the first section deals with the economic situation, the second section deals with the social situation, and the third section deals with the political situation.

3. The third part of the report is devoted to a detailed analysis of the situation in the country.

The third part of the report is devoted to a detailed analysis of the situation in the country. It is divided into three main sections: the first section deals with the economic situation, the second section deals with the social situation, and the third section deals with the political situation.

4. The fourth part of the report is devoted to a detailed analysis of the situation in the country.

The fourth part of the report is devoted to a detailed analysis of the situation in the country. It is divided into three main sections: the first section deals with the economic situation, the second section deals with the social situation, and the third section deals with the political situation.

5. The fifth part of the report is devoted to a detailed analysis of the situation in the country.

The fifth part of the report is devoted to a detailed analysis of the situation in the country. It is divided into three main sections: the first section deals with the economic situation, the second section deals with the social situation, and the third section deals with the political situation.

6. The sixth part of the report is devoted to a detailed analysis of the situation in the country.

The sixth part of the report is devoted to a detailed analysis of the situation in the country. It is divided into three main sections: the first section deals with the economic situation, the second section deals with the social situation, and the third section deals with the political situation.

April 22, 1983.

14. Globes 50 X 11.75 587.50

We have experienced a loss of 50 globes since opening. Restocking of the globes will allow us to properly service the functions we currently have in the facility.

15. 6' x 6' Screens 2 x 225.00 450.00

These screens are to be purchased for client use and charged to clients when used. We have found that clients require more flexibility than our orientation units provide therefore, we strongly recommend purchase of these screens.

\$39,432.80

1. 1954 1954 1954

by the Government of the United States of America
Department of the Interior
Bureau of Land Management
Washington, D.C.

2. 1954 1954 1954

These records are to be maintained for a period of
not less than 10 years after the date of their
creation. They shall be destroyed when they are
no longer needed for the purpose for which they were
created.

1954
1954

8

MOTION

WHEREAS The Corporation of the City of Hamilton has proposed building a Trade Centre/Arena Complex;

AND WHEREAS it is probable that the Trade Centre/Arena Complex will attract some of the larger trade shows from the Hamilton Convention Centre;

AND WHEREAS the addition of the Trade Centre/Arena Complex and two new proposed hotels will attract, in the place of the large trade shows, conventions, workshops, seminars and small trade shows to the Hamilton Convention Centre;

BE IT THEREFORE RESOLVED that the Board of Directors of the Hamilton Convention Centre endorses wholeheartedly the building of the proposed Trade Centre/Arena Complex and does not feel revenues of the Hamilton Convention Centre will be affected unduly.

FOOTNOTES

1. The Commission of the European Communities has proposed

abolishing a Third Convention on the Law of the Sea.

2. The Commission is also proposing that the Third Convention be replaced

with a new Convention on the Law of the Sea, which would be the final Convention.

3. The Commission

4. The Commission is also proposing that the Third Convention be replaced

and two new proposed articles will be added to the Convention.

5. The Commission is also proposing that the Third Convention be replaced

with a new Convention on the Law of the Sea.

6. The Commission is also proposing that the Third Convention be replaced

with a new Convention on the Law of the Sea, which would be the final Convention.

7. The Commission is also proposing that the Third Convention be replaced

with a new Convention on the Law of the Sea, which would be the final Convention.

CA40NHBLV88

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1983



HAMILTON CONVENTION CENTRE

*Librony
Ann Von Rosenthal*

BOARD OF DIRECTORS

MAY 30, 1983

A G E N D A

7:30 p.m.

Albion, Salon "C".

1. Chairman's Remarks
2. General Manager's Report
3. Minutes of the Previous Meeting
4. Correspondence:
 - (a) Letter dated April 9th, 1983 from Peter Fletcher,
Human Factors Association of Canada
 - (b) Letter dated April 15th, 1983 from John Stevenson,
1983 Chairman of the United Way Labour Participation
Committee
 - (c) Letter dated April 19th, 1983 from Ted Knott, Ontario
Co-Operative Education Association
 - (d) Letter dated April 20th, 1983 from Dr. Robert F. Martin
5. Administration/Operations Committee - Report
6. Marketing/Sales Committee - Report
7. Audit/Finance Committee:
 - (a) Presentation of Financial Statement for the period ended
April 30th, 1983
 - (b) Request for Capital Purchases
 - (c) Budget Re-allocation respecting Legal Fees
 - (d) Approval of Invoices over \$5,000
8. Trade Centre/Arena Complex - Decision of Ontario Municipal
Board - for information only.
9. Other Business

UNITED STATES OF AMERICA

IN SENATE

May 10, 1950

RECEIVED

Witness, John C.

1. Chairman's Report

2. General Manager's Report

3. Minutes of the previous meeting

4. Correspondence

(a) Letter dated April 28, 1950 from the Chairman, General Manager, and Board of Directors to the Board of Directors.

(b) Letter dated April 28, 1950 from the Chairman, General Manager, and Board of Directors to the Board of Directors.

(c) Letter dated April 28, 1950 from the Chairman, General Manager, and Board of Directors to the Board of Directors.

(d) Letter dated April 28, 1950 from the Chairman, General Manager, and Board of Directors to the Board of Directors.

5. Administrative Committee - Report

6. Marketing Committee - Report

7. Finance Committee - Report

(a) Presentation of financial statement for the period ending April 30, 1950.

(b) Report for the period ending April 30, 1950.

(c) Report for the period ending April 30, 1950.

(d) Report for the period ending April 30, 1950.

8. Trade Committee - Report - Report of the Committee on the Trade Committee.

9. Other Business



HAMILTON CONVENTION CENTRE

2

May 26, 1983

GENERAL MANAGER'S REPORT

General

April was our best month yet in revenue in 1983 and produced a surplus over expenses of \$8,600. Sales were also very favourable totalling \$150,230 with \$88,750 being new business. This includes a conference in 1986 of the Ontario Real Estate Association totalling 1,700 persons.

I was delighted to read Mr. John Shea's letter in The Spectator. Mr. Shea is President of the Rotary Club of Hamilton, and hosted the district conference last month. He says, among other things, "to put it mildly, I was bursting with pride about the magnificent centre. The Rotarians from 34 cities in Southwestern Ontario and 34 clubs in northern New York couldn't say enough about the centre."

Personnel

Adjustments in full-time staff are still occurring at the Centre;

- (a) Janet Reid (Sales Secretary) resigned to seek personal betterment. Her position has been posted internally and three employees of the Centre have applied for her job.
- (b) Renate Zimmer (Client Services Department), has reconsidered her promotion to Client Services Manager and prefers to remain as a Representative. The Manager position has been posted and will be filled during the summer.
- (c) The short list of candidates for Sales Manager has been prepared, and interviews will be ongoing with a decision to be made within two weeks.

Tenders

The success of the Security tender (\$2.00 per hour less) indicates the value of requesting quotes. Meetings are taking place in June between Hamilton Place and the Centre on joint purchasing. I will also discuss catering for Hamilton Place with Mr. Burrows at this time.

Evaluation Forms

The attached evaluation form is now being requested from clients; comments are good and bad. It is an excellent vehicle for improving service at the Centre.

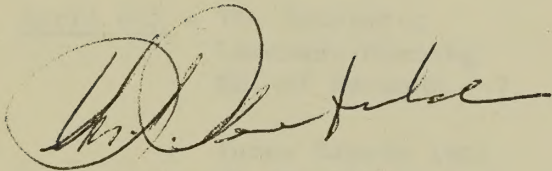
Trade Centre/Arena

The City has asked the Centre to handle acceptance of bookings for the Trade Centre Arena until management is in place. When appropriate, the City Architect will run a training session for the client services staff.

Summer Plaza Cafe

The request of the Centre to operate a summer cafe was turned down by the Planning & Development Committee. Coincidentally, on the same day, the liquor licence was approved.

This area can thus be used by clients, again with City approval.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', is written over a faint, circular official stamp.

William J. Penfold,
General Manager.

WJP:bc

Attach.

THE

The first of the series of lectures on the history of the United States was given by the author of the book "The United States in the World" on the subject of "The United States in the World". The first of the series of lectures on the history of the United States was given by the author of the book "The United States in the World" on the subject of "The United States in the World".

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The second of the series of lectures on the history of the United States was given by the author of the book "The United States in the World" on the subject of "The United States in the World". The second of the series of lectures on the history of the United States was given by the author of the book "The United States in the World" on the subject of "The United States in the World".

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Wm. L. G. G.

General Manager

1911

1911



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF APRIL

- April 5th - Canadian Society of Chemical Engineering
Dinner/Meeting
No. of Persons - 38
- April 5th and 6th - Corporation of the City of Hamilton, Personnel Department
Dinner/Meeting
No. of Persons - 5th - 49
- 6th - 46
- April 6th - Herbal Experience
Meeting
No. of Persons - 50
- April 6th to 11th - Hamilton Sports and Leisure Show
Trade Show
No. of Persons - 8,000
- April 8th - The Spectator
Luncheon/Meeting
No. of Persons - 7
- Xerox Canada Inc.
Meeting/Luncheon
No. of Persons - 16
- April 11th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of Persons - 19
- April 11th and 12th - Corporation of the City of Hamilton
Meeting/Buffer
No. of Persons - 11th - 47
- 12th - 43
- April 12th - Corporation of the City of Hamilton
Meeting
No. of Persons - 17
- Hamilton Home Economics Association
Dinner/Meeting
No. of Persons - 35
- April 12th to 15th - Ford Motor Company of Canada Ltd.
Show/Car Display/Reception
No. of Persons - 1,200

REPORT ON THE PROCEEDINGS OF THE

COMMISSIONERS OF THE LAND OFFICE

1. The Commission was organized on the 1st day of January, 1900, and has since that time been engaged in the study of the land question in the State of New York.

2. The Commission has held numerous public hearings and has received many suggestions from the people of the State. It has also held many private hearings and has received many suggestions from the landowners and the public.

3. The Commission has held many public hearings and has received many suggestions from the people of the State. It has also held many private hearings and has received many suggestions from the landowners and the public.

4. The Commission has held many public hearings and has received many suggestions from the people of the State. It has also held many private hearings and has received many suggestions from the landowners and the public.

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10. The Commission has held many public hearings and has received many suggestions from the people of the State. It has also held many private hearings and has received many suggestions from the landowners and the public.

11. The Commission has held many public hearings and has received many suggestions from the people of the State. It has also held many private hearings and has received many suggestions from the landowners and the public.

April 13th - Hamilton Construction Association
Meeting
No. of Persons - 175

Herbal Experience
Meeting
No. of People - 50

April 13th Westinghouse Canada Inc.
and 14th Meeting/Luncheon
No. of People - 4 each day

April 14th - Sweet Adelines Ltd.
Dinner/Meeting
No. of People - 6

Hamilton and District Labour Council
Meeting
No. of People - 150

Amway
Meeting
No. of People - 40

April 15th - Canadian Orthopaedic Association
Dinner/Meeting
No. of People - 26

April 16th - Business and Professional Woman's Club of Hamilton
Reception/Luncheon/Ceremony
No. of People - 65

April 18th - Hamilton Place
and 19th I.A.A.M. Conference
No. of People - 35

April 19th - Westinghouse Canada Inc.
Meeting/Luncheon
No. of People - 10

The Canadian Food Service Executives Association
Dinner/Meeting
No. of People - 30

I.B.E.W. Local Union 636
Meeting
No. of People - 20

Illuminating Engineering Society
Meeting/Reception
No. of People - 35

April 20th - Herbal Experience
Meeting
No. of People - 50

The Hamilton-Wentworth Housing Authority
Dinner/Meeting
No. of People - 10

April 20th - Expo Systems Canada
and 21st Display
No. of People - 100

April 21st - Ontario Secondary School Teachers' Federation District #8
Meeting/Reception/Bar
No. of People - 330

Festival Country
Reception/Luncheon/Meeting
No. of People - 40

Procter and Gamble Inc.
Meeting/Luncheon
No. of People - 20

Amway
Meeting
No. of People - 40

Womans' Canadian Club
Reception/Luncheon
No. of People - 478

April 21st - Ontario Secondary School Teachers' Federation
and 22nd Professional Activity Day
No. of People - 2,100

April 23rd - Mr. Frank DeVries
Menu Sampling
No. of People - 6

The Corporation of the City of Hamilton
Reception/Luncheon
No. of People - 500

April 24th - United Steelworkers of America
Meeting
No. of People - 900

Opera Hamilton
Brunch
No. of People - 42

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Page 114 - 115

Page 116 - 117

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April 24th - The Molson Companies
Reception/Luncheon
No. of People - 54

April 25th - The Spectator
Luncheon/Meeting
No. of People - 9

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 23

April 25th - Critical Care Conference
to 27th Conference
No. of People - 250

April 26th - Corporation of the City of Hamilton
Meeting
No. of People - 17

Ontario Land Surveyors
Meeting
No. of People - 25

Via Rail
Meeting
No. of People - 10

April 27th - Equifax
Meeting
No. of People - 20

Herbal Experience
Meeting
No. of People - 50

April 28th - Setay Holdings
Meeting/Luncheon
No. of People - 5

Amway
Meeting
No. of People - 40

The Corporation of the City of Hamilton
Meeting
No. of People - 15

April 1914 - 1915
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April 29th - Ontario Secondary School Teachers' Federation
Meeting
No. of People - 400

April 29th - Rotary District No. 709
to May 1st Conference
No. of People - 500

April 30th - Professional Secretaries International
Meeting/Luncheon
No. of People - 80

1. General - The purpose of this study is to determine the effect of the treatment on the growth of the plants.

2. Materials and Methods - The plants were grown in a greenhouse under controlled conditions. The treatment was applied to the plants at the time of sowing.

3. Results - The results of the study are shown in the following table. The plants treated with the treatment showed a significant increase in growth compared to the control group.

4. Conclusion - The study has shown that the treatment has a positive effect on the growth of the plants. Further studies are needed to determine the optimal concentration of the treatment.

5. References - The following references were consulted in the preparation of this report.

6. Appendix - The following appendix is included for reference.



HAMILTON CONVENTION CENTRE

EVALUATION

We're striving for excellence and your comments will aid us in reaching that goal. Please complete the following general evaluation form and return it by mail to:

Sales Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario. L8P 4T9.

Thank you for your time and co-operation in completing and returning this evaluation.

Function & Date

Name of Client

Marketing / Sales

Was the representative helpful and approachable? Please elaborate.

During the negotiation phase with the representative, did you receive:

- correspondence verifying your reservation, outlining all related detail? Please elaborate.

- prompt, courteous service?

Would you return to the Hamilton Convention Centre?

Catering

Food - Did you enjoy the meal (s)?

Service - Did the service meet your expectations ?

Physical Plant

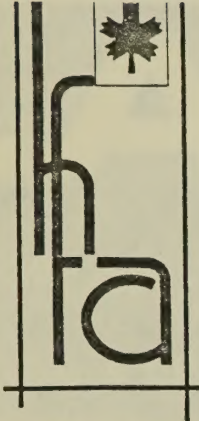
Did you find the facility attractive and conducive to an effective function?

Was the building temperature comfortable for your purposes?

Did you find it easy to gain access to the building and to find your room (s) once inside?

Did you find your meeting room (s) set up appropriately? If not, please elaborate.

Was the audio-visual equipment used appropriate for the occasion and was the equipment working well?



4(a)

1983 05 09

Mrs. Mary Margaret Webster
Sales Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mary Margaret:

Thank you very much for your most gracious hospitality last week.

The Executive Committee of the Human Factors Association of Canada was most suitably impressed (as we knew they would be!). In fact, they were impressed to the point of being embarrassed. First, with your hospitality and secondly, with the Convention Centre. They were apologetic in their discussions with me about the relatively small size of their function and even discussed making use of the Centre for their conference in 1984.

Thank you again for your kindness.

Sincerely,

Peter Fletcher
Executive Manager

PS Should you come across one of those lovely posters, we looked at please save me one.

human factors association of canada

P.O. Box 1085, Station B, Rexdale, Ontario, Canada M9V 2B3 (416) 675-2235

LABOUR

COMMUNITY SERVICES

HAMILTON & DISTRICT LABOUR COUNCIL C.L.C. • UNITED WAY

The United Way
in Burlington and
Hamilton-Wentworth,
177 Rebecca,
Hamilton,
Ontario L8R 1B9

Telephone 527-4543

April 15, 1983

Attention: Mr. William J. Penfold
General Manager

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mr. Penfold:

Re: "Labour Appreciation Night"
March 30th, 1983

We would like to express our appreciation to yourself and your staff at the Convention Centre for the hospitality extended to us. We feel we must mention that Steve Dockman and Bruce McCrady played major roles in making our evening run smoothly.

Without the kind of co-operation extended to us, it would have proven very difficult to make the evening a success on the limited budget we had to work with. We also feel that it is important to introduce as many groups and individuals as possible from our community to your facilities. We trust that this too was accomplished.

Thank you once again for your co-operation and hospitality.

Yours sincerely,

Bryan Rushton for John Stevenson

John Stevenson
1983 Chairman
United Way Labour Participation Committee

JS/cl

cc: Stephen Dockman
Bruce McCrady

Ed Taylor
1983 General Campaign Chairman
United Way

Bryan Rushton
Director
Labour & Community Services
United Way

P.S. A cheque in the amount of \$898.89 has been forwarded to the City of Hamilton.

⑥ (Invoice #49855)



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Page 12, 1944

Enclosure No. 1, 1944

Enclosure No. 2, 1944
Enclosure No. 3, 1944
Enclosure No. 4, 1944
Enclosure No. 5, 1944

Enclosure No. 6, 1944

Enclosure No. 7, 1944
Enclosure No. 8, 1944

The following is a list of the enclosures to this letter and their contents. The first enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The second enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The third enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The fourth enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The fifth enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The sixth enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The seventh enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944. The eighth enclosure is a copy of the letter from the Director of the Bureau of Investigation to the Director of the Federal Bureau of Investigation, dated January 1, 1944.

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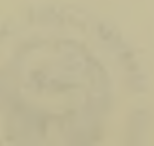
Very truly yours,
Director

Enclosure No. 1, 1944
Enclosure No. 2, 1944
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Enclosure No. 7, 1944
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Enclosure No. 9, 1944
Enclosure No. 10, 1944
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Enclosure No. 12, 1944

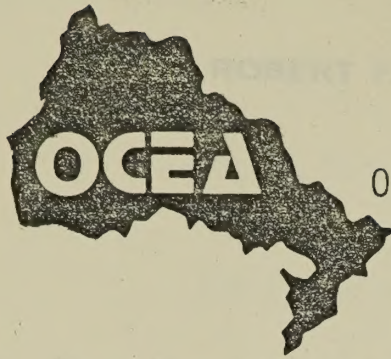
Enclosure No. 13, 1944
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Enclosure No. 24, 1944
Enclosure No. 25, 1944
Enclosure No. 26, 1944
Enclosure No. 27, 1944
Enclosure No. 28, 1944



OFFICERS

Hank Froese
President
Jim O'Connor
Vice-President
Ted Knott
Past President
Eva Nichols
Secretary
David Notman
Treasurer



c/o The Hamilton Board of Education
P.O. Box 558
Hamilton, Ontario
L8N 3L1

ONTARIO CO-OPERATIVE EDUCATION ASSOCIATION
1983 05 19

Mrs. Mary-Margaret Webster
Sales Manager
The Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

4(c)

Dear Mary-Margaret:

The recent Careers Symposium that was held at the Convention Centre went very smoothly. The staff at the Centre was extremely helpful in all cases and are to be commended for the friendly assistance that always seemed to be at hand.

On a personal note there were a number of instances where I found myself needing direction or assistance and without exception someone on the Convention Centre staff was near and volunteered their help. It is a real pleasure to work in that kind of a setting.

After the Symposium, the Ontario Co-operative Education Association used one of your meeting rooms, followed by supper. Again your staff out-did themselves both in the setting of the table, the preparation of the meal, and it's presentation to our executive.

All-in-all, the day was a highly successful and satisfactory one for us, and we thank you and the convention centre staff for making it so.

Sincerely,

Ted Knott, Past-President
Ontario Co-operative Education Association

TK/gw

Directors

Jim Henneberry
George King
Eva Nichols
David Notman
John Sim
Pat Vale

Regional Representatives

M. Davey (Kent)	H. Drew (Nipissing)
W. Teichroeb (Waterloo)	P. Gilmore (Frontenac)
J. Dobie (Grey)	B. Albert (Renfrew)
E. Pagnini (Hamilton)	R. Sullivan (Cornwall)
K. Page (Scarborough)	G. Nichols (Thunder Bay)
S. Truelove (Newcastle)	T. Netherton (Sault Ste. Marie)

Advisory Council

Gwen Bedville
George Isford

ROBERT F. MARTIN, M.D., F.R.C.S.(C)

April 20, 1983

Mrs. Mary Margaret Webster
Hamilton Convention Centre
115 King Street West
HAMILTON, Ontario
L8P 4T9

4 (d)

Dear Mrs. Webster:

re: Canadian Orthopaedic Convention

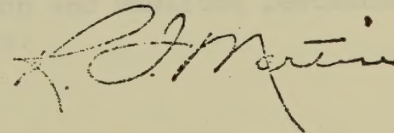
I wanted to tell you how pleased I was with the excellent dinner which we had at the Convention Centre last Friday. The meal was very nice and was served beautifully.

Please extend our sincere appreciation to your staff and to your chef for a most enjoyable dinner.

Patsy Lee was a gracious hostess and treated us to a very informative and interesting tour of the Centre.

The entire group was delighted and very enthused about holding our 1985 Meeting at the Hamilton Convention Centre.

Yours sincerely,



RFM:ja

Robert F. Martin M.D.
Chairman, Local Arrangements
Canadian Orthopaedic Association

ROBERT F. MARTIN, JR.

April 11, 1953

Mr. Harry Campbell
1000 17th Street, N.W.
Washington, D.C.

Dear Mr. Campbell:

Re: Washington D.C. Convention

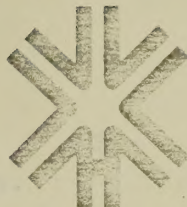
I wanted to tell you how pleased I was with the excellent dinner which we had at the Washington Convention Hotel. The meal was very nice and was served beautifully. I also enjoyed our stay in the apartment on the 15th floor and to your chef for a most enjoyable dinner. Harry Lee was a pleasant waiter and treated me as a very informative and interesting tour of the center. The entire group was delighted and very satisfied about nothing but 100% meeting at the Washington Convention Hotel.

Yours sincerely,



Robert F. Martin, Jr.
Chairman, Local Arrangements
Canadian Organizational Association

RMJ:js



HAMILTON CONVENTION CENTRE

ADMINISTRATION/OPERATIONS COMMITTEES

REPORT

The Administration and Operations Committees met jointly on May 24th, 1983, and report as follows:

1. Rates of Pay for Part-time Staff

The Committees recommend that the following increases in the rates of pay for the Centre's part-time staff be approved, to be effective June 1st, 1983:

<u>Position</u>	<u>Hourly Rate</u>	<u>Recommended Rate</u>	<u>% Increase</u>
Porter	\$3.70	\$4.00	8.1%
Senior Porter	4.50	4.75	5.6%
Steward	3.70	4.00	8.1%
Senior Steward	4.20	4.75	13.1%
Kitchen Helper	3.70	4.00	8.1%
Senior Kitchen Helper (New Position)	-	4.75	-
Information Desk Personnel	4.50	4.75	5.6%
Coat Check	3.75	4.00	6.7%
Cashier	4.25	4.50	5.9%
Senior Cashier	4.50	4.75	5.6%
Assistant Head Cashier	5.00	5.25	5%.

For the information of the Board, the Centre's part-time employees have not had a raise in pay since October, 1981, and current wages are below City of Hamilton and Hamilton restaurant rates of pay for comparable positions.

2. Security Services

For the information of the Board, the firm Greenaway Security Services was the successful bidder in a recent tender call for supplying of Security Services, and has been retained by management. The Greenaway firm is the Centre's current supplier, and their bid for 1983 is \$2.00 per hour less than their 1982 price. A \$20,000 annual saving is anticipated from these reduced security costs, which is directly attributable to the tendering process.

The new contract is effective as of May 17th, 1983, for a three-year term, with 1984 and 1985 rates to be negotiated.

May 24, 1983

Few problems, if any, are anticipated from the changeover in guard staff to conform with the new contractual arrangements, and the degree of service provided must remain the same as current security service, in accordance with conditions set out in the specifications for the tender.

3. Hussey Seating

As the Board is aware, the Hussey Seating is a constant source of obstruction in the Centre's loading dock, and on several previous occasions, the Board has discussed the moving of these seats to a City-owned facility.

While the seating remains in our loading dock, it suffers soil damage and damage from repetitive moving. It is also noted that it is 90% certain the Centre's Hussey Seating can be incorporated into the Arena.

The City's Director of Purchases has advised that there are now two City locations in which the seating can be stored. A quotation has been obtained from Hendrie Cartage for moving costs in the amount of \$6,429.00. Hendrie is a local firm capable of handling this type of move.

The Committees therefore recommend that the Hussey Seating be transported to an available City warehouse at a cost of \$6,429 to be financed from the Centre's 1983 current operating budget.

4. Time Clock for Banquet Office

Currently, part-time staff must manually record the time of their arrival and departure at the end of their shift, which is not a satisfactory method of timekeeping. In order that proper records for payroll may be kept, the Committees recommend that a Simplex Time Clock be purchased, at a cost of \$529.65, for use in the Banquet Office, to be financed from the Centre's 1983 capital allocation.

This expenditure is subject to the approval of the Audit/Finance Committee and the Board of Directors.

For the information of the Board, Simplex provided the lowest quotation, and a similar clock is in use at Hamilton Place, and has been for the past nine years, with satisfactory results.

5. Reduced Staff - July 4th to 17th, 1983

For the information of the Board, a building shut-down will occur from July 4th to 17th, during which time, employees have been requested to take their annual vacation.

The following is a summary of the results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950.

Summary of Results

The first part of the report deals with the results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950.

The second part of the report deals with the results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950.

The third part of the report deals with the results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950.

The fourth part of the report deals with the results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950.

Conclusions

The results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950, are summarized in the following conclusions:

The results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950, are summarized in the following conclusions:

The results of the experiments conducted in the laboratory of the Division of the Physical Sciences, Department of Chemistry, University of Chicago, during the period from January 1, 1950, to December 31, 1950, are summarized in the following conclusions:

References

The following references are cited in the report:

Report of Administration
and Operations Committees.

- 3 -

May 24, 1983

The General Manager and a skeleton staff to handle sales and switchboard duties will be on the premises for the duration of the shutdown.

It is noted that there are no functions on the books for this two-week period.

Respectfully submitted,

Keith L. Clark ^{per} *bc*

KEITH L. CLARK, CHAIRMAN
ADMINISTRATION COMMITTEE

James A. Bethune ^{per} *bc*

ALDERMAN JAMES A. BETHUNE,
MEMBER, OPERATIONS COMMITTEE.

B. Cook,
Secretary.

The Board of Directors has the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
Your obedient servant,

Wm. L. Smith
Secretary

Wm. L. Smith
Secretary

W. L. Smith
Secretary



HAMILTON CONVENTION CENTRE

6

MARKETING/SALES COMMITTEE

- REPORT -

The Marketing/Sales Committee met on May 24th, 1983 and reports as follows:

1. Travel Report

The Committee advises that management would like to have the Centre represented at the following events in 1983, which will be held in conjunction with the Region and major hotels, with emphasis on attracting conference and convention business into the City.

(a) June (tentative)

Place: Ottawa
of Days: 2
Purpose: Sales Blitz
Person: Sales Manager or General Manager

(b) August 9 - 12

Place: Saskatoon
of Days: 4
Purpose: Institute of Association Executives (IAE)
Person: General Manager or Sales Manager

(c) September 3 - 7

Place: San Francisco
of Days: 5
Purpose: American Society of Association Executives (ASAE)
Person: General Manager

The Committee recommends that the General Manager or his designate be authorized to attend these events, with travelling expenses to be financed from the 1983 operating budget, subject to a new hotel being under construction at the time the event is taking place.

2. Five Year Marketing Plan

For the information of the Board, a draft five-year marketing plan is in the preparation stages, with emphasis swinging away from local business generation to the national and possibly international conference and convention market.

...2/

WORLD COMMISSION ON ENVIRONMENT AND DEVELOPMENT

CHAPTER 1: THE CHALLENGE

1.1 INTRODUCTION

The Commission was established in 1983 and its mandate was to study the relationship between development and the environment.

1.2 THE CHALLENGE

The Commission's studies show that development and the environment are closely linked. Development cannot be achieved without a healthy environment, and a healthy environment cannot be maintained without development.

(a) The Challenge

The Commission's studies show that development and the environment are closely linked. Development cannot be achieved without a healthy environment, and a healthy environment cannot be maintained without development.

(b) The Challenge

The Commission's studies show that development and the environment are closely linked. Development cannot be achieved without a healthy environment, and a healthy environment cannot be maintained without development.

(c) The Challenge

The Commission's studies show that development and the environment are closely linked. Development cannot be achieved without a healthy environment, and a healthy environment cannot be maintained without development.

The Commission's studies show that development and the environment are closely linked. Development cannot be achieved without a healthy environment, and a healthy environment cannot be maintained without development.

1.3 THE WAY FORWARD

The Commission's studies show that development and the environment are closely linked. Development cannot be achieved without a healthy environment, and a healthy environment cannot be maintained without development.

May 24, 1983

Consideration is being given to joint marketing efforts involving the Region and local major hotels. With pooled financial and personnel resources, an extremely cost effective and efficient approach to marketing can be achieved.

The Committee will report to the Board further on this matter in due course.

Respectfully Submitted:

Terry E. Yates per se

TERRY E. YATES, CHAIRMAN
MARKETING/SALES COMMITTEE

B. Cook,
Secretary.



HAMILTON CONVENTION CENTRE

7(b)

REQUEST FOR CAPITAL PURCHASES

The approval of the Board of Directors is requested for the purchase of the following capital equipment items, to be financed from the Centre's 1983 capital allocation:

<u>Item</u>	<u>Amount</u>
(a) Burnishing Machine	\$7,242.08
(b) Electrical Steam Hose	1,674.87
(c) Time Clock	582.62
(d) Fencing	1,369.50
(e) Liquor Dispensers	4,167.05
(f) Piano (upright)	3,056.67
Cover for Piano	<u>110.00</u>
TOTAL:	<u><u>\$18,202.79</u></u>

Prices shall not exceed the stated figures for each item, and management has been directed to determine the best supplier.

NOTE: For the information of the Board, City Council, at its meeting held May 10th, authorized the Centre to spend the sum of \$39,500, being the first draw on the previously approved capital submission of \$107,000.

HAMILTON COMMUNITY CENTRE

REVENUE AND EXPENDITURE STATEMENT

The statement of the revenue and expenditure of the Hamilton Community Centre for the year ended 31st December 1967 is set out below. The figures are in pounds and pence.

REVENUE	EXPENDITURE
47,247.00	101. General Administration
1,874.57	102. Social and Welfare Services
201.00	103. Youth Services
1,143.00	104. Housing
4,147.00	105. Health Services
1,147.00	106. Transport Services
210.00	107. Other Services
218,200.75	GRAND TOTAL

The figures in the above statement are subject to audit and may be subject to change.

The figures in the above statement are subject to audit and may be subject to change.

7(c)

1983 OPERATING
BUDGET RE-ALLOCATION

<u>Account</u>	<u>Increase (Decrease)</u>	<u>Revised 1983 Operating Budget</u>
3321 - 0198 - Legal Fees	\$ 37,400	\$ 55,400
3321 - 0111 - Telephones & Telegrams	(1,500)	19,500
3321 - 0183 - Rental Office Equipment	(1,500)	16,500
3321 - 1057 - Contractual Services - Janitorial	(6,000)	49,000
3321 - 1058 - Contractual Services - Security	(11,000)	75,000
3321 - 1060 - Contractual Services - Various	(2,000)	9,000
3321 - 1061 - Security Recoverable from events	(1,300)	8,700
3321 - 1074 - Furnishings and Decor- ations	(1,000)	-
3321 - 3012 - Advertising and Pro- motion	(5,000)	45,000
3321 - 3091 - Travelling	(3,000)	4,000
3321 - 3063 - Entertainment Expense - Sales Representative	(1,000)	1,000
3321 - 5021 - Office Supplies and Printing (menus and tickets)	(3,300)	6,000
3321 - 0116 - Postage	(500)	2,400
3321 - 0146 - Brinks Charges	(300)	900
	<u>\$Nil</u>	

The above budget allocation is required in order to provide financing for:

- (1) the current budget overage in legal fees of \$27,399 at April 30, 1983; and
- (2) a further budget of \$10,001 in respect of legal fees for the balance of 1983.

John A. Leuser
John A. Leuser
Director of Finance
JAL:ac

Approved
27 May 83
W. H. [Signature]
G. M.

7d
May 17, 1983

A REPORT TO THE AUDIT/FINANCE
COMMITTEE ON THORNE STEVENSON
& KELLOGG'S BILL FOR PERFORMING
THE CENTRE'S SALARY REVIEW

In accordance with the Board's policy of approving expenditures in excess of \$5,000, I have enclosed the attached bill for the Board's approval. A letter prepared by Mr. Donald L. King of Thorne Stevenson & Kellogg (TSK) is also enclosed for the committee's information since it explains TSK's fee overage of \$1,446.90.

A budget re-allocation to finance the overage is reported on later in the agenda.

John A. Leuser

John A. Leuser
Director of Finance

JAL:ac

2300 Yonge Street
Toronto, Ontario, Canada M4P 1G2

Mr. Bill Penfold
General Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T7

APR 27 1983

Def R.

In account with

Thorne Stevenson & Kellogg

Management Consultants

Date April 22, 1983

Project No. 7451

For professional services in connection
with the Salary Review.

\$8,603.42

Unpaid amount from previous statement:

January 25, 1983

743.48

Balance Outstanding: \$9,346.90

2300 Yonge Street
Toronto, Ontario, Canada M4P 1G2

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario

Attn: Mr. Bill Penfold
General Manager

APR 06 1983

In account with

Thorne Stevenson & Kellogg

Management Consultants

Date March 31, 1983

Project No. 7451

Unpaid amount from previous statement
in connection with the Salary Review.

January 25, 1983

\$743.48

Our letter to you at the end of November stated a budget of \$7,500 for fees plus an estimated \$400 for expenses.

There are three items which we believe can be fairly added to the original budget of \$7,500:

1. Inclusion of one extra position as agreed upon and of \$2,000.00
2. Expenses actually incurred (travel, telephone, deliveries, etc.) \$425.00
3. Eleven hours of consulting time related to expanded pay survey, and two extra meetings in Hamilton. This represents 23% of the extra hours originally spent by us on the project in order to ensure adequate input and quality results. \$1,013.48

Total \$3,438.48

First National Bank
111 Main Street
Boston, Mass.

June 10, 1911
Dear Sir:

Dear Sir:

Dear Sir:

First National Bank
111 Main Street
Boston, Mass.

Dear Sir:

First National Bank
111 Main Street
Boston, Mass.

June 17, 1911

Dear Sir:

April 18, 1983

Mr. Bill Penfold
General Manager
Hamilton Convention Centre
115 King St. W.
Hamilton, Ontario
L8P 4T9

Dear Mr. Penfold:

Before invoicing the Centre for completion of our recent work, we want to provide you with a note of explanation.

In fact, our total of fees and expenses accumulated to this point totals over \$12,000.

Our letter to you at the end of November stated a budget of \$7,500 for fees plus an estimated \$400 for expenses.

There are three items which we believe can be fairly added to the original basic budget of \$7,500:

1.	Inclusion of one extra position at agreed upon cost of	\$200.00
2.	Expenses actually incurred (travel, telephone, deliveries, etc.)	\$634.90
3.	Eleven hours of consulting time related to expanded pay survey, and two extra meetings in Hamilton. This represents 25% of the extra hours actually spent by us on the project in order to ensure adequate input and quality results.	<u>\$1,012.00</u>
	Total	\$9,346.90

Mr. Bill Penfold

- 2 -

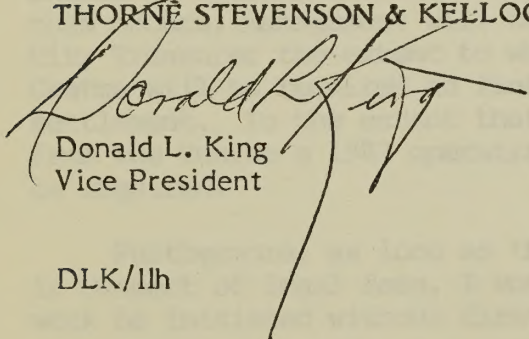
April 18, 1983

Again, this is not our invoice. We just wanted you to know the reasons behind the invoice when we send it to you.

Please write or call if there are questions about this.

Sincerely,

THORNE STEVENSON & KELLOGG



Donald L. King
Vice President

DLK/llh

April 18, 1951

- 2 -

Mr. J. Edgar Hoover

Enclosed is one copy of the report. The first section gives the general picture of the situation and the second section gives the details.

Please advise me when it is received and if there are any questions about it.

Sincerely,

THOMAS STEVENSON & KELLOGG

[Handwritten signature]
Thomas S. Kellogg
Vice President

Enclosure

May 17, 1983

26
7d

A REPORT TO THE AUDIT/FINANCE
COMMITTEE ON LEGAL FEES

In accordance with the Board's policy of approving expenditures in excess of \$5,000, I am presenting the attached two legal bills for the Board's approval. Since payment of these two invoices would place the Centre's legal fees account into an over-budget situation, I am not at this time recommending payment of these two legal bills. Instead, payment should be delayed until the outcome of the litigation is known. Once this occurs, management will then be in a position to finalize with the City Treasurer the extent to which the City and the Hamilton Convention Centre will be required to finance any legal fees, court costs, and/or settlement. To the extent that any reasonable costs must be financed from the Centre's 1983 operating budget, then a budget re-allocation may be required.

Furthermore, as long as the Centre remains in an over-budget position in respect of legal fees, I would recommend that no additional legal work be initiated without first the approval of the Board of Directors.

John A. Leuser

John A. Leuser
Director of Finance

JAL:ac

MORRIS & LEWIS

Barristers & Solicitors

TELEPHONE 526-8080

WILLIAM MORRIS, Q.C.
MILTON J. LEWIS, Q.C.
RHONA L. WAXMAN, B.C.L., LL.B.
KIM A. CARPENTER-GUNN, B.A., LL.B.

April 27, 1983

P.O. BOX 948
151 JOHN STREET SOUTH
HAMILTON, ONTARIO
L8N 3P9

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario

Attention: Mr. John Leuser

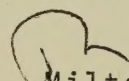
Dear Sir:

Enclosed herewith please find the account from McCarthy & McCarthy which is in accordance with the estimated fees that Mr. Laidlaw indicated he would be charging with respect to the matter.

You will note that I have approved it for payment and would ask that you arrange for forwarding of cheque directly to McCarthy and McCarthy in full payment of their account.

My thanks.

Yours very truly,


Milton J. Lewis, Q.C.

MJL:bm
Enc.

Approved for Payment
April 27/83
myl
C.O.R.

ROBERT A. LEWIS

500 Madison Avenue

WASHINGTON, D.C.
20001

April 17, 1962

Mr. J. Edgar Hoover
Federal Bureau of Investigation
Washington, D.C. 20535

Mr. J. Edgar Hoover
April 17, 1962
Washington, D.C.

Mr. J. Edgar Hoover

Dear Sir:

I am writing to you regarding the account of Mr. J. Edgar Hoover which is in the file of the Federal Bureau of Investigation. I am writing to you regarding the account of Mr. J. Edgar Hoover which is in the file of the Federal Bureau of Investigation. I am writing to you regarding the account of Mr. J. Edgar Hoover which is in the file of the Federal Bureau of Investigation.

You will note that I have enclosed for your payment and would like you to return the enclosed of change directly to Mr. J. Edgar Hoover in full payment of this account.

Very truly,

Yours very truly,

Robert A. Lewis, D.C.

WJL:ba
242

TELEPHONE
362-1812

SHARPE, INGLIS, LITWILLER
Barristers & Solicitors
P.O. Box 799
25 Main Street West
Suite 2121
Hamilton, Ontario L8N 3M8

P O BOX 48
TORONTO DOMINION BANK TOWER
TORONTO-DOMINION CENTRE
TORONTO, CANADA
M5K 1E6

April 12, 1983

IN ACCOUNT WITH

McCARTHY & McCARTHY

Re: Hamilton Convention Centre
ats Pilato

February 2,
1983

o

March 31,
1983

TO PROFESSIONAL SERVICES RENDERED
throughout the marginally noted period;
to rendering an opinion; to meeting
with Milton Lewis, Rodger Inglis and
Aldermen Merling and Murray to review
case and discuss opinion re settlement;
to preparing for trial; to attending
trial in Hamilton on March 21, 22, 23,
24, 25, 28 and 29, 1983; and to all
telephone conversations and
correspondence in connection with the
above-noted matter.

OUR FEE HEREIN:	\$25,000.00
DISBURSEMENTS:	182.92
TOTAL FEES & DISBURSEMENTS:	\$25,182.92

*Approved
for Payment
April 27/83
myhew
C-O-R.*

TERMS: PAYMENT UPON RECEIPT. INTEREST AT THE RATE OF 1½% PER MONTH (18% PER YEAR) ADDED TO ALL AMOUNTS
OVERDUE 30 DAYS OR MORE.

ANY DISBURSEMENTS NOT POSTED TO YOUR ACCOUNT ON THE DATE OF THIS STATEMENT WILL BE BILLED LATER.

RECEIVED
JAN 15 1953

RECEIVED
JAN 15 1953

IN ACCOUNT WITH
MC CARTHY & M. C. CARTHY

RE: Hamilton Commercial Bank

TO DISCOUNTED SERVICE MEMBERS
The above account is subject to the
terms and conditions of the
contract between the bank and the
members. The bank is not responsible
for the payment of the account.

FOR THE BANK:
\$15,000.00
\$15.00
\$15,015.00

*Approved
for
J. J. McCarthy
JAN 15 1953*

THIS RECEIPT IS VALID ONLY IF THE ACCOUNT IS PAID IN FULL. IF THE ACCOUNT IS NOT PAID IN FULL, THE RECEIPT IS VOID.

11924ZA

May 10th, 1983.

PERSONAL & CONFIDENTIAL

Mr. John Leuser,
Director of Finance,
Regional Municipality
of Hamilton-Wentworth,
119 King Street West,
HAMILTON, Ontario.
L8P 4T9

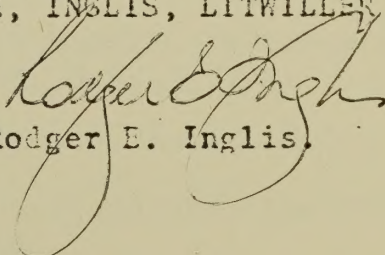
Re: Hamilton Convention Centre

Dear Mr. Leuser:

Enclosed herewith please find a photocopy of our account to the Hamilton Convention Centre for the months of March and April, 1983. We expended 104.8 hours of which 103.7 hours were referable to the defence of the John Pilato law suit. In terms of dollars this amounts to \$14,518.00.

Yours very truly,

SHARPE, INGLIS, LITWILLER
Per:


Rodger E. Inglis.

REI:cl
Encl.

10/1/52

Mr. J. Edgar Hoover

Washington, D. C.

Dear Mr. Hoover:
I am writing to you regarding the matter of the
National Security Council, and the information
that has been received from the
State Department regarding the
activities of the
National Security Council.

Very truly yours,

W. J. Brennan

The National Security Council is a very important
agency of the Government, and it is very
important that the information that is received
from the State Department regarding the
activities of the National Security Council
be made available to the public.

Very truly yours,

W. J. Brennan

W. J. Brennan
10/1/52

10/1/52

Mr. Milton J. Lewis, Q.C.,
Chairman,
Hamilton Convention Centre,
115 King Street West,
HAMILTON, Ontario.
L8P 4T9

April 29th, 1983.

Re: Hamilton Convention Centre

To our fee for professional services rendered
with respect to Hamilton Convention Centre
from March 1st, 1983 to April 29th, 1983;

OUR FEE HEREIN ---

\$14,672.00

Disbursements

Paid to issue subpoenas	\$ 14.00	
Paid Joe Urban	25.00	
Paid conduct money	26.00	
Paid for supplies	27.23	
Paid courier & tax services	60.95	
Paid long distance calls	25.91	
Paid travel expenses	85.08	
Photocopy charge (1050 X \$.20)	350.00	592.17

TOTAL FEES AND DISBURSEMENTS ----- \$15,264.17

SHARPE, INGLIS, LITWILLER

Per:

Rodger E. Inglis
Rodger E. Inglis.

E. & O. E.

:cl

11924AA

April 29th, 1983.

Mr. Milton J. Lewis, Q.C.,
Chairman,
Hamilton Convention Centre,
115 King Street West,
HAMILTON, Ontario.
L8P 4T9

Re: Hamilton Convention Centre
Summary of Docket Entries
March 1st, 1983 to April 29th, 1983

1983

March 2	Engaged preparing letter to Fred Luchak, Q.C.;	.2
March 3	Attendance at the Office of Milton J. Lewis, Q.C. for in-camera meeting of the Board of Directors;	2.0
March 4	Engaged preparing letter to Fred Luchak, Q.C.;	.2
March 7	Engaged preparing letter to Messrs. McCarthy & McCarthy;	.1
March 8	Attendance at the Office of Fred Luchak;	1.3
	Engaged preparing letters to Messrs. McCarthy & McCarthy and Milton J. Lewis, Q.C.;	.5
March 9	Engaged by telephone by Milton J. Lewis, Q.C.;	.1
	Engaged reviewing Urban Associates invoices and by telephone by Bill Penfold;	.4
March 10	Engaged by telephone by Milton J. Lewis, Q.C.;	.2
	Engaged by telephone by Douglas Laidlaw, Q.C. and Fred Luchak, Q.C.;	.2

-- Page 2 -- Docket Entries

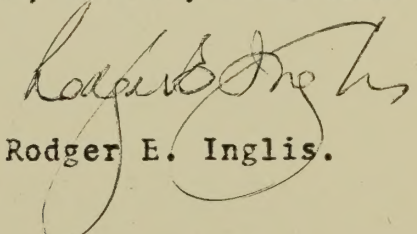
March 10	Engaged receiving letter from John A. Leuser;	.1
	Engaged preparing letter to Messrs. McCarthy & McCarthy;	.5
March 14	Appearance in the Supreme Court of Ontario to speak to List of Cases;	.8
	Engaged by telephone by Douglas Laidlaw, Q.C. and Milton J. Lewis, Q.C. and preparing for trial;	2.0
	Engaged by telephone by Mark Hallman;	n/c
	Attendance at a meeting of the Board of Directors of the Hamilton Convention Centre;	1.5
	Engaged preparing for trial;	2.5
March 15	Engaged by telephone by Douglas Laidlaw, Q.C. and Paul Steepe and preparing for trial;	3.0
	Engaged receiving two letters from Fred Luchak;	.3
	Engaged preparing Notice of Intention to file Business Records and preparing letter to Fred Luchak, Q.C. thereon;	.3
March 16	Attendance at the Office of Douglas Laidlaw, Q.C. with Milton J. Lewis, Q.C. et al.;	4.0
	Attendance at a special meeting of the council of the Corporation of the City of Hamilton with Milton J. Lewis, Q.C. from 7:30 p.m. to 10:30 p.m.;	3.0
	Engaged receiving letter from Fred Luchak, Q.C., reviewing productions and replying by telephone thereon;	.4
March 17	Engaged preparing for trial;	2.0
	Attendance at our office with Michael Collyer from 12:30 p.m. to 2:00 p.m.	1.5
	Attendance at the office of Douglas Laidlaw, Q.C. with Paul Steepe from 2:00 p.m. to 5:30 p.m. and from 7:00 p.m. to 10:30 p.m.;	7.0
	Engaged preparing letter to Milton J. Lewis, Q.C.;	.1
	Engaged preparing letter to Fred Luchak, Q.C.;	.2

-- Page 3 -- Docket Entries

March 18	Engaged by telephone by Boyd Simpson, Q.C.;	.2
	Engaged by telephone by Joe Urban;	.2
	Engaged by telephone by Fred Luchak, Q.C. and Mark McDonald;	.5
	Attendance with Michael Collyer;	2.5
	Engaged preparing for trial;	2.0
	Engaged receiving letter and Notice to Addit Medical Reports from Fred Luchak, Q.C.;	.1
March 19 and 20	Engaged preparing for trial;	10.0
March 21	Engaged preparing for trial and attendance with Douglas Laidlaw from 7:30 a.m. to 10:00 a.m.;	2.5
	Appearance at the Supreme Court of Ontario to conduct defence of action commenced by John Pilato;	5.0
	Engaged interviewing witnesses and preparing materials for trial;	4.0
March 22	Appearance at the Supreme Court of Ontario to conduct defence of the action commenced by John Pilato;	6.0
	Engaged preparing materials for trial and by Milton J. Lewis;	3.0
March 23	Appearance at the Supreme Court of Ontario to conduct defence of the action commenced by John Pilato;	6.0
	Appearance at the Council of the Corporation of the City of Hamilton with Milton J. Lewis, Q.C.;	1.0
March 24	Appearance at the Supreme Court of Ontario to conduct defence of the action commenced by John Pilato;	6.0
	Engaged interviewing witnesses and Michael Collyer and preparing for trial;	3.0
March 25	Appearance at the Supreme Court of Ontario to conduct defence of the action commenced by John Pilato;	6.0

March 26 and 27	Engaged obtaining transcript of the evidence and cross-examination of John Pilato and arranging for delivery to Douglas Laidlaw, Q.C.;	1.0
March 28	Appearance in the Supreme Court of Ontario to conduct defence of action commenced by John Pilato;	6.0
March 29	Appearance at the Supreme Court of Ontario to conduct defence of the action commenced by John Pilato;	3.0
	Engaged preparing letter to William Penfold;	.1
April 18	Engaged by telephone by Staff Inspector Norm Thompson (11924P);	.2
	Engaged by telephone by Terry Leahy (11924P);	.2
	Engaged by telephone by William Penfold (11924Q);	.5
April 19	Engaged receiving letter from McCarthy & McCarthy;	.1
April 21	Engaged preparing letter to Milton J. Lewis, Q.C.;	.1
April 27	Engaged by telephone by Milton J. Lewis, Q.C.;	.2
April 29	Engaged preparing account;	<u>1.0</u>
	TOTAL HOURS ---	<u>104.8</u>

SHARPE, INGLIS, LITWILLER
Per:


Rodger E. Inglis.

REI:c1

May 17, 1983

3
7d

A REPORT TO THE AUDIT/
FINANCE COMMITTEE ON
MACGILLIVRAY & CO'S BILLINGS

In accordance with the Board's policy of approving expenditures in excess of \$5,000, I present the attached two MacGillivray & Co's billings for approval.

(1) MacGillivray & Co's invoice number 1096 indicates that \$4,500 remains as outstanding in respect of the 1982 audit. Their billing is in order since:

- (i) as indicated, a previous interim payment of \$4,500 was made; and
- (ii) the \$9,000 in total fees for 1982 is in agreement with their commitment to the Board last year to do the audit for \$9,000.

As a result, I request that the Board approve payment of this invoice which was properly accrued for in the 1982 operating accounts.

(2) MacGillivray & Co's invoice number 1092 indicates that \$6,025 is owing in respect of services provided in connection with the litigation. Of this amount, approximately \$2,000 relates to 1982 which was accrued for in the 1982 operating accounts. The remaining \$4,025 represents a charge to the 1983 operating accounts.

This invoice can be paid since financing is presently available in the audit fee account for 1983. However, it should be noted that a budget re-allocation may subsequently be required in order to finance the Centre's normal 1983 audit. This budget re-allocation will be required if financing to pay any overage in litigation costs is not forthcoming from the City.

John A. Leuser

John A. Leuser
Director of Finance

JAL:ac

REPORT OF THE
COMMISSIONER
OF THE
LAND OFFICE

In accordance with the Board's order, the following is
a statement of the land office's activities during the
year ending 31st March 1952.

(1) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(2) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(3) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(4) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(5) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(6) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(7) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(8) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(9) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

(10) The land office has been concerned with the
administration of the land office's affairs in the
year ending 31st March 1952.

John A. Jones
John A. Jones
Director of Land

MacGillivray & Co.

Chartered Accountants

TEL. (416) 523-7732

4 HUGHSON STREET SOUTH, 7TH FLOOR, MPO BOX 679
HAMILTON, ONTARIO L8N 3M5

MAY 04 1983

Hamilton Convention Centre
115 King Street West
HAMILTON, Ontario
L8P 4T9

16250

No. 1092

TO FEE FOR SERVICES RENDERED

r. 30/83

To fee for services concerning J. Pilato
litigation including preparation of various
memorandums for your solicitors, discussions
re: same, supplying various documents,
attendance at court

\$ 6,025.



MacGillivray & Co.

TEL. (416) 523-7732

Chartered Accountants

4 HUGHSON STREET SOUTH, 7TH FLOOR, MPO BOX 679
HAMILTON, ONTARIO L8N 3M5

MAY 9 4 1983

Hamilton Convention Centre
115 King Street West
HAMILTON, Ontario
L8P 4T9

16250

No. 1096

TO FEE FOR SERVICES RENDERED

Apr. 30/83

For the financial year ended December 31, 1982
including examination of the books and records
of the Centre; examination of annual financial
statements for the year ended December 31, 1982,
together with our report as auditors; advisory
services on various matters

Less interim billing

\$ 9,000.

4,500.

\$ 4,500.

ROBERT M. MORROW
MAYOR



MAY 13 1983

8

May 12, 1983

Mr. W. H. McFarland,
City Treasurer.

Mr. W. L. Phillips,
Senior Engineering Advisor.

Mr. W. Penfold, ✓
General Manager,
Hamilton Convention Centre.

Mr. J. J. Schatz,
Secretary,
Parks & Recreation Committee.

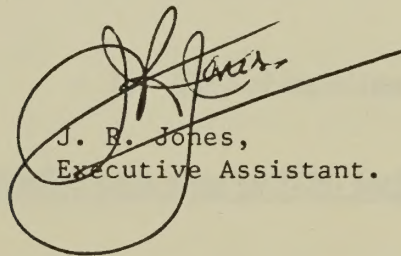
Mr. D. Freeman,
City Architect.

Dear Sirs:

I attach for your information, copy of the decision of the Ontario Municipal Board dated May 9th, approving the application of the City of Hamilton to construct a Trade Centre/Arena Complex and wish to commend you for the part you played in your presentation to the Ontario Municipal Board which no doubt went a long way towards securing the approval.

Yours very truly,

JRJ/cd
Attch.



J. R. Jones,
Executive Assistant.



E830018

Ontario Municipal Board

IN THE MATTER OF Section 64 of The Ontario Municipal Board Act, (R.S.O. 1980, c. 347)

- and -

IN THE MATTER OF an application by The Corporation of the City of Hamilton for an order approving:

- (a) the construction of a Trade Centre/Arena Complex at an estimated cost of \$42,700,000.00 and the borrowing of money by way of temporary advances not exceeding in the aggregate such estimated cost pending the sale of debentures, and
- (b) the issuance of debentures in the sum of \$17,787,000.00 by The Regional Municipality of Hamilton-Wentworth for a term, of twenty years, chargeable to the applicant corporation

C O U N S E L :

Paul M. Eker

- for City of Hamilton

DECISION OF THE BOARD delivered by D.H. McROBB

Approval of this application would permit the City of Hamilton to construct a Trade Centre/Arena Complex on land owned by the City within the Lloyd D. Jackson Square Redevelopment area. Such a facility has been under consideration by Councils for a number of years. In the 1976 municipal elections the electorate were asked whether or not they were in favour of such a project. The results indicated that a majority of voters who answered the question were not in favour of the project.

In 1982, Council received a report analyzing the market conditions and operating results under different assumptions for the proposed complex. The report concludes that even without a permanent hockey tenant the facility can break even in the third operating year (p.7, Exhibit 14). These operating

results exclude debt charges. Mr. Webster McFarland, Treasurer and Commissioner of Finance added debt charges and used four of the operating projections from the study - with a National Hockey League (N.H.L.) franchise including beer sales, with a N.H.L. franchise excluding beer sales, without a N.H.L. franchise including beer sales and without an N.H.L. franchise excluding beer sales. The results of his analysis are shown on Schedules D, E, F and G of Exhibit 11. With an N.H.L. franchise and beer sales the net cost levied on a typical home would be \$4.50 and without an N.H.L. franchise and excluding beer sales, the net cost would be \$13.00 on a typical household. It was therefore Mr. McFarland's conclusion that using the least optimistic scenario, the increase over the present \$5.00 per household capital levy would only be \$8.00 and optimistically could even result in a decrease of \$0.50.

Mr. McFarland also reviewed the proposed financing of the total estimated cost of \$42.7 million. The Federal Government has contributed \$4.0 million and the Province will contribute a similar amount. Special capital levies and reserves will provide \$10.9 million and interest income \$2.5 million. A further \$3.5 million is expected from public subscription. The balance of \$17.8 million will be debentured over 20 years. The City presently has \$13.1 million on hand.

In order to present a conservative position, Mr. McFarland indicated that the City's five year capital budget (Exhibit 23) includes \$22.5 million to be debentured, assuming no public subscription. The City has a policy that total debt charges should not exceed 15 per cent of municipal levy. As indicated on page R-8 of Exhibit 23, this percentage is at no time exceeded. The Board notes that the City's policy of restricting debt charges to 15 per cent of levy is very conservative. The Board's general guidelines permit 20 per cent of levy to be used to finance long-term debt.

Mr. McFarland also informed the Board that the 1983 mill rate for City purposes will be the same as for 1982.

Six residents gave evidence in opposition to this project. Generally

they expressed the view that the cost of such a facility should not be undertaken in the present economic climate when unemployment is high. It was suggested that private enterprise might build the complex. Some expressed the view that another referendum should be held. One resident thought that it would be better to build housing on the site, a proposal that had apparently at one time been considered. In 1980, Federal and Provincial approval was received deleting the residential use by Addendum No. 9 to the Redevelopment Plan for the Lloyd D. Jackson Square (Exhibits 9 and 10). The residents also fear that the final cost may be higher than the estimate, a result that was apparently obtained when other facilities were constructed. They see this Trade Centre/Arena complex as a duplication of other recently completed facilities, and expressed the view that competition for the same market might result in operating deficits. They also considered that an N.H.L. franchise should be assured before such a facility is contemplated.

Mr. William Penfold, General Manager of the Hamilton Convention Centre, expressed the view that the facilities in the Centre and those proposed in the Trade Centre/Arena would complement one another and not compete for the same market. He submitted a resolution of The Hamilton Convention Centre Board endorsing the construction of the Trade Centre/Arena (Exhibit 6).

Mr. David Freeman, City Architect and Coordinator of the Lloyd D. Jackson Square, indicated that he had reviewed the cost estimates and was of the opinion that the \$42.7 million estimate is current and realistic. In order to control costs it is proposed to let the contract by a single tender. There is a Trade Centre Subcommittee of Council which will review the ongoing construction. Any changes would have to be authorized by Council. In this way, it is expected that the complex can be constructed for the estimated cost.

The Board concludes that Council's decision to apply for approval of this project was made only after thorough study. The Board is satisfied that the project is within the financial capability of the City of Hamilton and will not impose an undue burden on the taxpayers.

The Board therefore approves the application of the City of Hamilton to construct a Trade Centre/Arena Complex at an estimated cost of \$42,700,000.00 and the issuance of debentures by The Regional Municipality of Hamilton-Wentworth for \$17,787,000.00.

DATED at Toronto this 9th day of May, 1983.

D.H. McROBB
VICE-CHAIRMAN

A.B. BALL
MEMBER

CA40NHBLV88
A31



HAMILTON CONVENTION CENTRE

Library
Ann Von Rosenbach

June 23, 1983

Members,
Board of Directors,
Hamilton Convention Centre.

Members of the Board:

The next meeting will be held on Monday, June 27th, 1983
at 7:30 p.m. in the Albion Room, Salon "C".

Enclosed herewith is an agenda and supporting material
which I would ask you to bring with you to the meeting.

Unless I hear from you to the contrary, I will anticipate
your attendance.

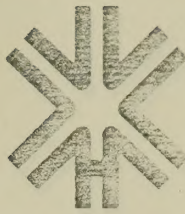
Yours very truly,

Bonnie Cook

Bonnie M. Cook,
Secretary,
Board of Directors.

bc

Encl.



HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

JUNE 27, 1983

A G E N D A

7:30 p.m.

Albion, Salon "C".

1. Chairman's Remarks
2. General Manager's Report
3. Minutes of the Previous Meeting
4. Administration/Operations Committees - Report
5. Audit/Finance Committee:
 - (a) Presentation of Financial Statement
 - (b) Request for Capital Purchases
6. Estimate of the Deficit for July (for information only) - Fixed Operating Costs
7. Other Business



UNITED STATES GOVERNMENT

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

2000

1. The Secretary of the Department of the Interior has the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the matter of the application for a patent for the discovery of a new and useful improvement in the art of mining.

2. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

3. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

4. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

5. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

6. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

7. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

8. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

9. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.

10. The Secretary has the honor to inform you that the application for a patent for the discovery of a new and useful improvement in the art of mining has been received and is being considered by the Department.



HAMILTON CONVENTION CENTRE

2

GENERAL MANAGER'S REPORT

TO

HAMILTON CONVENTION CENTRE BOARD OF DIRECTORS

JUNE 27, 1983

May was another busy month with some of the larger functions being:

- Hamilton & District Labour Council Reception and Dance - 300 people
- Hamilton Future Office Show - 200 people
- Technology '83 Show - 700 people
- Mohawk College Dance - 1000 people
- Greater Hamilton Crusade for Christ - 2240 people
- McMaster Dance - 940 people.

REVENUE

Total yearly revenue is about 6.5% down from 1982 (\$556,178 in 1983 vs. \$594,826 in 1982), but the bottom line shows a budgetary surplus of \$36,000. While the summer months will provide little revenue, September to December will be busy, and it is expected that there will be a budgetary surplus at the end of 1983.

SALES DEPARTMENT

There were \$110,680 worth of sales during May with the Sales Representative accounting for \$18,900. The bulk of the sales were the N.D.P. Convention, showing some \$75,000.

Mr. Nat Davidson has joined our staff as Sales Manager. Mr. Davidson comes to us from the Holiday Inn, Hamilton, where he was Sales Manager for four years. Previously, Mr. Davidson spent some 25 years in Marketing and Sales with the Revlon Corporation.

Diana Nusca, our Receptionist, has been selected to replace Janet Reid as Sales Secretary. Diana has been with the Centre for a year and a half and has had secretarial experience previously. With her enthusiasm and friendly personality, she will be a welcome addition to the sales staff.

The Sales Representative has sent a direct mailer with a Christmas menu insert and we expect positive responses within the next two months.

We have received our presentation folders and flyers from Promark and they are now in use. The wedding flyers will go to commercial outlets in the area and the banquet and meeting room flyer will be the insert in a direct mail campaign this summer.

The Spectator ad has been changed to appeal to corporate and association meetings with the theme, "As the economy brightens, let us light up your meetings". Fall business is expected from this ad.

Centre staff are now briefing on the facilities and distributing sales material to City Aldermen and staff who are going on conventions. It is hoped that this approach will result in leads for the sales staff.

From time to time, the Convention Grants Sub-Committee of City Council sponsors luncheons, receptions, and dinners for visiting organizations. The Sales staff is actively pursuing this business.

OPERATIONS

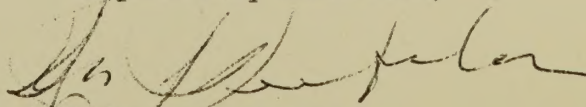
Robin Laking, presently in the Client Services Department at Hamilton Place, will join the Centre staff as Client Services Manager on July 27th. Robin was at Hamilton Place for six years and before that, with C.K.O.C.

Both the Receptionist and Head Bartender positions are posted and interviews will commence this week.

SALARIES

The Director of Finance, Catering Manager and Executive Chef salaries have been approved by City Council. Additionally, the revised part-time salaries are now in effect and have been favourably received by staff.

Respectfully submitted,



William J. Penfold,
General Manager.

The Commission on Human Rights, in its report to the General Assembly, has stated that the Commission has been unable to obtain the cooperation of the Government of the United States of America in the investigation of the alleged human rights violations in the State of Georgia.

The Commission has also stated that the Government of the United States of America has refused to provide the Commission with the information requested in its report.

The Commission has further stated that the Government of the United States of America has refused to provide the Commission with the information requested in its report.

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The Commission has also stated that the Government of the United States of America has refused to provide the Commission with the information requested in its report.

Conclusion

The Commission has concluded that the Government of the United States of America has violated the human rights of the people of the State of Georgia.

The Commission has also concluded that the Government of the United States of America has refused to provide the Commission with the information requested in its report.

Recommendations

The Commission has recommended that the Government of the United States of America should provide the Commission with the information requested in its report.

[Handwritten signature]
Secretary-General



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF MAY

May 1st - Hamilton and District Labour Council
Reception/Dance
No. of Persons - 300

Mrs. S. Wolter
50th Anniversary Reception/Dinner
No. of Persons - 32

Hamilton Philharmonic Orchestra
Reception
No. of Persons - 50

May 2nd - The Manufactures Life Insurance Company
Meeting
No. of Persons - 30

Canada Permanent Real Estate
Meeting
No. of Persons - 75

The Corporation of the City of Hamilton
Meeting/Luncheon
No. of Persons - 11

May 2nd - Hugh F. MacGregor and Associates
to 6th Hamilton Future Office Show
No. of Persons - 2,000

May 3rd - The Corporation of the City of Hamilton
Meeting
No. of Persons - 12

May 4th - Ontario English Catholic Teacher's Association Hamilton-Wentworth unit
Meeting/Luncheon
No. of Persons - 13 for luncheon

Herbal Experience
Meeting
No. of Persons - 50



THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT NO. 100

BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

1955

RESEARCH REPORT NO. 100

BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT NO. 100

BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

1955

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BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT NO. 100

BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

UNIVERSITY OF CHICAGO

RESEARCH REPORT NO. 100

BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT NO. 100

BY J. H. HARRIS

DEPARTMENT OF CHEMISTRY

UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

1955

- May 5th - Amway
Meeting
No. of Persons - 50
- Wood Gundy Ltd.
Meeting
No. of Persons - 120
- The Corporation of the City of Hamilton
Luncheon/Meeting
No. of Persons - 8
- May 6th - The Regional Municipality of Hamilton-Wentworth
Meeting
No. of Persons - 25
- May 7th - Metropolitan Hamilton Real Estate Board
Reception/Dinner/Dance
No. of Persons - 165
- May 9th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of Persons - 21
- May 9th - Canadian Cannery Ltd.
to 11th Meeting/Luncheon
No. of Persons - 13 for luncheon/20 for meetings
- May 9th - Hamilton Electrical Maintenance Club Inc.
to 13th Technology '83
No. of Persons - 700
- May 10th - Ontario Co-operative Education Association
to 11th Career Symposium
No. of Persons - Approx. 250
- May 10th - Procter and Gamble Inc.
Reception/Dinner/Bar
No. of Persons - 136
- The Corporation of the City of Hamilton
Meeting
No. of Persons - 17
- Bokhara Carpets Palace Ltd.
Carpet Auction
No. of Persons - 100

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May 11th - Ontario Co-operative Education Association
Dinner
No. of Persons - 9

Labatt's Ontario Breweries
Reception
No. of Persons - 460

May 12th - Amway
Meeting
No. of Persons - 50

Alec Murray Real Estate Co. Ltd.
Meeting
No. of Persons - 350

Canadian Gypsum Company Ltd.
Meeting/Reception
No. of Persons - 45

May 13th - Assumption Regional Catholic High School
Graduation Dinner/Dance
No. of Persons - 435

The Regional Municipality of Hamilton-Wentworth, Personnel Office
Meeting
No. of Persons - 25

Quarter Century Club
Reception/Presentation/Dinner
No. of Persons - 188

May 14th - Hamilton Law Association
Seminar
No. of Persons - 150

Advertising and Sales Club of Hamilton
Reception/Dinner/Dance
No. of Persons - 173

St. Paul' Anglican Church
Reception/Dinner
No. of Persons - 211

Mohawk College of Applied Arts and Technology
Graduation Dance/Reception
No. of Persons - 1,000

May 15th - Southmount Gospel Temple
Greater Hamilton Crusade for Christ
No. of Persons - 2,240

May 16th - Crown Life Insurance Company
Meeting
No. of Persons - 17

Canadian Cannery Ltd.
Meeting/Luncheon
No. of Persons - 15

Ontario Insurance Adjusters Association
Reception/Dinner/Dance
No. of Persons - 85

May 17th - Circa Sports
Press Conference
No. of Persons - 100

The Canadian Food Services Executives Association
Reception/Dinner/Meeting
No. of Persons - 35

Graphic Arts International
Reception/Dinner/Meeting
No. of Persons - 26

I.B.E.W. Local Union 636
Meeting
No. of Persons - 20

May 18th - The Spectator
Luncheon
No. of Persons - 8

Hamilton and District Chartered Accountants Association
Meeting
No. of Persons - 70

Port Charlotte Florida Homebuilders R.D.
Meeting
No. of Persons - 60

Hamilton Occupational Nurses Association
Dinner/Meeting
No. of Persons - 23

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May 18th - Herbal Experience
Meeting
No. of Persons - 50

Lount Press Graphics Ltd.
Reception/Dinner
No. of Persons - 15

May 19th - Amway
Meeting
No. of Persons - 50

Port Charlotte Florida Homebuilders R.D. Ltd.
Meeting
No. of Persons - 60

Canadian Cannery Ltd.
Meeting
No. of Persons - 65

Westinghouse Canada
Meeting
No. of Persons - 35

May 19th - Camco Inc.
to 20th Meetings
No. of Persons - 10

May 20th - Regional Municipality of Hamilton-Wentworth, Personnel Office
Meeting
No. of Persons - 20

Mrs. Frank Smith
Stonehouse/Dennis Wedding Reception
No. of Persons - 30

May 20th - Hamilton-Wentworth Police Chorus
and 21st Reception/Dance
No. of Persons - 465

May 21st - Aloette of Oakville
Meeting
No. of Persons - 350

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May 24th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of Persons - 19

May 25th - Metropolitan Hamilton Real Estate Board
Meeting
No. of Persons - 300

Herbal Experience
Meeting
No. of Persons - 50

May 26th - Amway
Meeting
No. of Persons - 50

Westinghouse Canada
Reception/Luncheon
No. of Persons - 64

May 27th - The Regional Municipality of Hamilton-Wentworth
Meeting
No. of Persons - 25

Regional Solicitors Office
Reception/Luncheon
No. of Persons - 18

Cardinal Newman High School
Dinner/Dance
No. of Persons - 420

May 28th - The Society of Management Accountants of Ontario
Meeting/Reception/Luncheon
No. of Persons - 52

McMaster University
Reception/Dance
No. of Persons - 940

Mr. and Mrs. Chris Ouzas
Wedding Reception
No. of Persons - 121

May 28th - Mr. S. Abdulhusein
Reception
No. of Persons - 100

May 30th - Women's Canadian Club
Reception/Dinner
No. of Persons - 122

May 31st - Junior Achievement of Hamilton
Dinner/Meeting
No. of Persons - 15

kw
01/06/83

7:30 p.m.
Albion, "C",
May 30, 1983.

3

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. David O. Braley
Mr. Keith L. Clark
Alderman Brian Hinkley
Alderman Henry Merling
Mr. Terry E. Yates.

Also Present: Mr. William Penfold, General Manager
Mr. John Leuser, Director of Finance
Mrs. Bonnie Cook, Secretary.

Chairman's
Remarks

1. Chairman's Remarks

Mr. Lewis advised the Board that there will be a testimonial dinner on Monday, June 13th, in honour of former Mayor Powell, at the Centre. This dinner is sponsored by the Press Club, and tickets are \$30.00 per person. Mr. Lewis mentioned that it was likely a Convention Centre table could be filled by members of the Board and their wives, and the Centre staff.

General
Manager's
Report

2. General Manager's Report

On the motion of Mr. David Braley, seconded by Mr. Keith Clark, the Board received the report of the General Manager dated May 26th, 1983, for information.

The Board discussed briefly the outdoor patio cafe in light of the fact that the liquor licence was granted, but City Council has denied the Centre's request to use the plaza for this purpose.

Mr. Penfold indicated he would like to use the plaza for special client functions with the approval of the City.

Use of Plaza

Alderman Hinkley suggested that management devise a policy governing proposed uses of the plaza for approval of the Planning and Development Committee.

General
Manager

Minutes

3. Minutes of the Previous Meeting

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the minutes of the meeting of April 25th, 1983, as circulated.

Correspond-
ence

4. Correspondence

On the motion of Alderman Brian Hinkley, seconded by Mr. Keith Clark, the Board received the following correspondence:

- (a) Letter dated May 9th, 1983 from Peter Fletcher, Executive Manager of Human Factors Association of Canada, commenting on the facility.

- (b) Letter dated April 15th, 1983 from John Stevenson, 1983 Chairman of United Way Labour Participation Committee, complimenting staff for their service and hospitality;
- (c) Letter dated May 19th, 1983 from Ted Knott, Ontario Co-operative Education Association, complimenting the Centre on service received during the recent Careers Symposium;
- (d) Letter dated April 20, 1983 from Dr. Robert F. Martin, Canadian Orthopedic Association, complimenting the Centre on their dinner function.

Admin. &
Ops.
Committees -
Report

5. Administration/Operations Committee - Report

Item 1 - Rates of Pay for Part-time Staff

Rates of Pay
for Part-
time Staff

The Board received the proposal of management to grant increases in pay to the Centre's part-time employees, with the exception of waitstaff and bartenders. The proposed increases are as follows:

<u>Position</u>	<u>Hourly Rate</u>	<u>Recommended Rate</u>	<u>% Increase</u>
Porter	\$3.70	\$4.00	8.1%
Senior Porter	4.50	4.75	5.6%
Steward	3.70	4.00	8.1%
Senior Steward	4.20	4.75	13.1%
Kitchen Helper	3.70	4.00	8.1%
Senior Kitchen Helper (new position)	-	4.75	-
Information Desk Personnel	4.50	4.75	5.6%
Coat Check	3.75	4.00	6.7%
Cashier	4.25	4.50	5.9%
Senior Cashier	4.50	4.75	5.6%
Assistant Head Cashier	5.00	5.25	5%.

It was noted the report to the Board stated that all part-time staff had not been granted increases since October of 1981, and that statement was in error.

For the record, increases have been granted since that time to all classes of cashiers, coat check personnel, information desk and senior porters. However, the stewarding and kitchen helpers have not received increases in their hourly rate.

Aldermen Hinkley and Merling felt that any increases should be retroactive to January 1st, 1983, whereas it was moved by Mr. Keith Clark and seconded by Alderman James Bethune that the increases be effective June 1st, 1983.

Mr. Clark indicated the Administration and Operations Committees had discussed this matter and felt that there would be administrative difficulties in paying back to January 1st, 1983, due to the Centre's staff turnover and the time required to locate terminated staff.

The question of gratuities was discussed, and the members of the Board were not fully apprised as to which members of staff currently receive gratuities. Some members of the Board were concerned about the sizeable difference in pay to waitstaff and bartenders who receive gratuities, as opposed to other part-time staff who do not share in the gratuity payout.

Alderman Hinkley proposed an amendment to the original motion that rates of pay to part-time staff be increased as set out above, effective June 1st, 1983, but that management undertake a review of the entire salary structure and gratuity system for part-time employees. The review is to contain detailed comparisons by classification in the marketplace. This motion was carried with Alderman Merling abstaining from voting.

General
Manager

Alderman Merling left the meeting at this point.

Item 2 - Security Services

The Board received the report on Security services for information.

Item 3 - Hussey Seating

The Board was advised that the cost to move the Hussey Seating to a civic warehouse for storage is \$6,429. Because only one quotation has been received, it was moved by Mr. Keith Clark, seconded by Mr. Terry Yates, and carried that the moving costs to transport the seating into storage be referred back to management to be tendered.

Item 4 - Time Clock for Banquet Office

On the motion of Mr. Terry Yates, seconded by Mr. Keith Clark, the Board approved the purchase of a Simplex Time Clock at a cost of \$529.65 for use in the Banquet Office.

Item 5 - Reduced Staff - July 4th to 17th

The Board was advised for information that a building shut-down will occur from July 4th to 17th, during which time employees have been requested to take their vacation.

6. Marketing/Sales Committee - Report

On the motion of Mr. Terry Yates, seconded by Mr. David Braley, the Board received the report of the Marketing/Sales Committee dated May 24th, 1983, for information.

Security
Services

Hussey
Seating

Time Clock
for Banquet
Office

Reduced
Staff -
July 4th to
17th.

7. Audit/Finance Committee - ReportFinancial
Statement(a) Presentation of Financial Statement

On the motion of Mr. David Braley, seconded by Mr. Milton Lewis, the Board approved the financial statement for the four-month period ended April 30th, 1983.

Some of the members of the Board were concerned about the amount of cutbacks reflected in the statements and did not wish management to cut back so severely that levels of service would be impaired.

It was brought to the Board's attention that the statements do not include Central Utilities Plant charges, and the unanticipated legal fees in early 1983 have already been absorbed into the statement.

Request
for Capital
Purchases(b) Request for Capital Purchases

On the motion of Mr. David Braley, seconded by Mr. Milton J. Lewis, the Board approved the following capital purchases at amounts not to exceed those stated below:

(a) Burnishing Machine	\$ 7,242.08
(b) Electrical Steam Hose	1,674.87
(c) Time Clock	582.62
(d) Fencing	1,369.50
(e) Liquor Dispensers	4,167.05
(f) Piano (upright)	3,056.67
Cover for Piano	110.00
	\$18,202.79

These purchases are to be financed from the Centre's 1983 Capital allocation.

Prices listed are 10% higher than the lowest tender quote on all items to absorb any potential cost increases which may arise at the time of ordering and management has been directed to determine the best supplier.

General
Manager

The Chairman raised the point of the appropriate purchasing policy to be followed in connection with tenders. Whereas it is management's intention to purchase locally, from time to time an out-of-town supplier can provide the same product at a lower price.

The Board members had differing opinions on this subject. Some members felt that accepting quotes from local suppliers that are higher than those of out-of-town businesses, discourages bidders from outside the City and thus defeats the tendering system and that the lowest quote should be accepted.

Alderman Hinkley advised that City Council prefers to recognize local suppliers but makes decisions on each purchase individually.

Alderman Bethune felt strongly that the lowest quote should always be accepted.

1983 Operating
Budget
Re-allocation

(c) 1983 Operating Budget Re-allocation

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the attached budget re-allocation to provide sufficient funds in the Centre's legal fees account 3321-0198, to finance the current budget overage of \$27,399 and anticipated further fees of \$10,000 in 1983.

Payment of
Invoices
Over \$5,000

(d) Payment of Invoices Over \$5,000

Audit Fees

MacGillivray
& Co - Audit

(i) On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved Invoice # 1096 of MacGillivray & Co. in the amount of \$9,000 for payment. This invoice covers agreed-to audit fees for the 1982 audit, and \$4,500 of this invoice was previously paid.

(ii) On the motion of Mr. David Braley, seconded by Alderman Brian Hinkley, the Board approved Invoice # 1092 of MacGillivray & Co. in the amount of \$6,025 for payment. Approximately \$2,000 relates to 1982 costs, and the remainder relates to 1983, all of which is in connection to the Pilato litigation.

McCarthy &
McCarthy

Legal Fees

Inglis

(iii) On the motion of Mr. David Braley, seconded by Alderman Brian Hinkley, the Board approved the legal account of Mr. Douglas Laidlaw of McCarthy & McCarthy in the amount of \$25,182.92 (\$25,000 fees and \$182.92 disbursements).

It was noted that Mr. Milton J. Lewis, Mr. Rodger Inglis, and Aldermen Merling and Murray met with Mr. Laidlaw to discuss fees. Mr. Laidlaw indicated his fees would be approximately \$25,000 and the full Board, as well as City Council, approved of the retention of Mr. Laidlaw as trial counsel, at an estimated fee of \$25,000.

(iv) On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the Invoice of Mr. Rodger Inglis, Q.C., in the amount of \$15,264.17, for payment.

Thorne,
Stevenson &
Kellogg - Fees

Consultant's Fees

- (v) On the motion of Mr. David Braley, seconded by Alderman James A. Bethune, the Board approved the Invoice of Thorne, Stevenson & Kellogg in the amount of \$9,346.90, for payment. This invoice covered services rendered in connection with the salary survey for the Centre's staff.

NOTE: All invoices mentioned in this section require Board of Directors approval as they exceed the \$5,000 limitation.

The Director of Finance had circulated a copy of a statement outlining the cost to run the facility during completely dark periods with no revenue, to the members of the Audit/Finance Committee. The Board requested that this document be circulated for the information of the full Board at the next meeting.

Secretary

Trade Centre/
Arena

8. Trade Centre/Arena

The Board received a copy of the decision of the Ontario Municipal Board on the Trade Centre/Arena for information.

The meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C., CHAIRMAN

B. Cook,
Secretary.

7(c)

1983 OPERATING
BUDGET RE-ALLOCATION

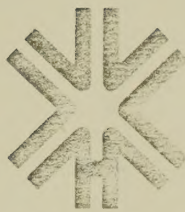
<u>Account</u>	<u>Increase (Decrease)</u>	<u>Revised 1983 Operating Budget</u>
3321 - 0198 - Legal Fees	\$ 37,400	\$ 55,400
3321 - 0111 - Telephones & Telegrams	(1,500)	19,500
3321 - 0183 - Rental Office Equipment	(1,500)	16,500
3321 - 1057 - Contractual Services - Janitorial	(6,000)	49,000
3321 - 1058 - Contractual Services - Security	(11,000)	75,000
3321 - 1060 - Contractual Services - Various	(2,000)	9,000
3321 - 1061 - Security Recoverable from events	(1,300)	8,700
3321 - 1074 - Furnishings and Decor- ations	(1,000)	-
3321 - 3012 - Advertising and Pro- motion	(5,000)	45,000
3321 - 3091 - Travelling	(3,000)	4,000
3321 - 3063 - Entertainment Expense - Sales Representative	(1,000)	1,000
3321 - 5021 - Office Supplies and Printing (menus and tickets)	(3,300)	6,000
3321 - 0116 - Postage	(500)	2,400
3321 - 0146 - Brinks Charges	(300)	900
	<u>\$Nil</u>	

The above budget allocation is required in order to provide financing for:

- (1) the current budget overage in legal fees of \$27,399 at April 30, 1983; and
- (2) a further budget of \$10,001 in respect of legal fees for the balance of 1983.

John A. Leuser
John A. Leuser
Director of Finance
JAL:ac

Approved
27 May 83 *[Signature]*



HAMILTON CONVENTION CENTRE

4

ADMINISTRATION/OPERATIONS COMMITTEES

R E P O R T

The Administration/Operations Committees met jointly on June 20th, 1983, and report as follows:

1. Holding of Special Functions

In order to maximize revenues and generate awareness of the Centre, management is proposing to hold special functions, featuring live entertainment, and top local Hamilton or area bands, whereby the band and the Centre would jointly promote the event for 400 to 500 persons, with 25% of ticket revenue going to the Centre, and 75% to the band. These proposed dances would run from 9:00 p.m. to 1:00 a.m., with the main bar opening at 8:00 p.m. with a small cash buffet offered at 11:00 p.m.

These functions will be geared to the semi-formal crowd, and it is hoped that eventually, they could be expanded into dinner/dances with name entertainment.

The Committees do not feel that dances alone would be a sufficient draw for the Centre, and outside advice on the marketability of such functions should be sought. However, the Committees are in favour of dinner/dances, and recommend that management actively pursue generation of dinner/dance functions, preferably with private sponsorship, to maximize revenues and create general awareness of the capabilities of the facility.

2. Hamilton Convention & Show Services

For the information of the Board, management has requested a further two-month extension of the contract with Hamilton Convention & Show Services, to September 1st, 1983, due to the fact that there has been no decision to date on the Pilato lawsuit.

It is expected that an answer will be available from Mr. Jack Strachan by the time of the Board meeting on Monday, June 27th, 1983, as to whether or not he concurs with this extension.

3. Hussey Seating

For the information of the Board, management is proceeding to get additional quotations on moving of the Hussey Seating to a civic facility. However, a slight hold-up has been encountered as information is not yet available on the status of the heating at the proposed storage site.

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

ANNUAL REPORT FOR THE YEAR 1900

CONTENTS

The following pages contain the report of the Commissioner of the General Land Office for the year 1900.

1. General Statement

In order to enable the public to understand the work of the General Land Office, it is necessary to state briefly the history of the land in this country. The land was first discovered by Christopher Columbus in 1492, and was then claimed by Spain. In 1513, the land was discovered by Ponce de Leon, and was then claimed by Spain. In 1565, the land was discovered by the English, and was then claimed by England. In 1763, the land was discovered by the French, and was then claimed by France. In 1783, the land was discovered by the Americans, and was then claimed by the United States.

The land was then divided into three parts: the Eastern part, the Middle part, and the Western part. The Eastern part was then divided into three parts: the Northern part, the Middle part, and the Southern part.

The land was then divided into three parts: the Eastern part, the Middle part, and the Western part. The Eastern part was then divided into three parts: the Northern part, the Middle part, and the Southern part.

2. General Statement

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3. General Statement

The land was then divided into three parts: the Eastern part, the Middle part, and the Western part. The Eastern part was then divided into three parts: the Northern part, the Middle part, and the Southern part.

Additionally, Hussey is proposing to move the seating back to Toronto to refurbish it for use in the Arena which would alleviate the Centre's storage problems.

Presently, tenders are out for seating at the new Arena, and the Committees have requested that management take no further action to move the seating until the outcome of the tender call is known.

4. Request for Capital Purchases

The Committees recommend the purchase of the following capital items from the Centre's 1983 capital allocation, subject to the approval of the Audit/Finance Committee and the Board of Directors: (Note: Please refer to rationale and quotations submitted with the Audit/Finance information).

(a) Artificial Plants

Staalduinen Floral, Stoney Creek

Silk plants to replace dead plantings -
21 large and 71 small plants, including
labour and materials \$2,382.50

(b) Large Meat Slicer

Hamilton Store Fixtures, Hamilton

Hobart Demonstrator model # 1712,
using two small slicers presently on
hand at the Centre as trade-ins 2,550.00

(c) Stainless Steel Carts

Ideal, Toronto

Two Stainless Steel Carts, Bloomfield,
Model 614, 2 shelves, swivel casters,
500 lb. capacity, for stewarding dept. 540.00

(d) Bar Ticket Cash Registers

Sweeda International, Hamilton

Two bar ticket cash registers, identical
to present equipment 4,322.80

NOTE: Sales tax is not included in items (a),
(b) and (c).

The first part of the report deals with the general situation of the country and the progress of the work done during the year.

The second part of the report deals with the results of the work done during the year and the progress of the work done during the year.

3. Results of the work done during the year

The results of the work done during the year are as follows: The first part of the report deals with the general situation of the country and the progress of the work done during the year.

4. Conclusions and recommendations

The conclusions and recommendations are as follows: The first part of the report deals with the general situation of the country and the progress of the work done during the year.

The second part of the report deals with the results of the work done during the year and the progress of the work done during the year.

5. Appendix

The appendix contains the following: The first part of the report deals with the general situation of the country and the progress of the work done during the year.

The second part of the report deals with the results of the work done during the year and the progress of the work done during the year.

6. References

The references are as follows: The first part of the report deals with the general situation of the country and the progress of the work done during the year.

The second part of the report deals with the results of the work done during the year and the progress of the work done during the year.

7. Summary

The summary is as follows: The first part of the report deals with the general situation of the country and the progress of the work done during the year.

The second part of the report deals with the results of the work done during the year and the progress of the work done during the year.

The third part of the report deals with the conclusions and recommendations and the appendix.

June 21, 1983

- 3 -

Administration/Operations

Respectfully submitted,

Keith L. Clark

KEITH L. CLARK, CHAIRMAN
ADMINISTRATION COMMITTEE

Bill B. Stetson

BILL B. STETSON, CHAIRMAN
OPERATIONS COMMITTEE

B. Cook
Secretary.

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HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE FIVE MONTH
PERIOD ENDED MAY 31, 1983

RECEIVED 1964 10 17 1963

ALL 1963 1964

RECEIVED 1964 10 17 1963

RECEIVED 1964 10 17 1963

I N D E X

OPERATING RESULTS FOR

FOR THE FIVE MONTH PERIOD

ENDED MAY 31, 1983

Introduction

Revenue recap 3301	Page 1.
Rental Revenues 3301 - 10	Page 2.
Food & Beverage Banquets 3301 - 20	Page 3.
Other Revenue 3301 - 30	Page 4, 5.
Expenditures Recap 3321	Page 6.
Administration 3321 - 01	Page 7, 8.
Management Staff Recruitment 3321 - 02	Page 9.
Information Desk 3321 - 06	Page 10.
Financial Expenditures 3321 - 08	Page 11.
Building Maintenance 3321 - 10	Page 12, 13.
Purchasing/Receiving 3321 - 20	Page 14.
Marketing/Sales 3321 - 30	Page 15.
Food & Beverage - Administration 3321 - 50	Page 16.
Food & Beverage - Kitchen 3321 - 52	Page 17.
Food & Beverage - Banquets 3321 - 54	Page 18, 19.
Food & Beverage - Wastage 3321 - 58	Page 20.
Part-Time Labour Utilization Report	Page 21.
Analysis of Food & Beverage Costs	Page 22.
Inventories	Page 23.
Aging of Accounts Receivable	Page 24.

ACCOUNT NUMBER 3301 INDICATES REVENUES

ACCOUNT NUMBER 3321 INDICATES EXPENDITURES

HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE
FIVE MONTH PERIOD ENDED MAY 31, 1983

Enclosed are the operating results for the month of May and the five month period ended May 31, 1983, which indicate an operating deficit of approximately \$16,004 and \$158,500, respectively.

It should be noted that the Centre's operating deficit of \$158,500 for the five month period ended May 31, 1983 is well within its budget apportionment of \$194,500. This is noteworthy since it indicates a budgetary surplus of approximately \$36,000. This surplus has arisen due primarily to the following reductions from budget:

- (1) \$21,991 in part-time labor costs (see page 21 attached);
- (2) \$10,296 in food and beverage costs (see page 22 attached); and
- (3) \$4,975 in advertising and promotion costs.

A COMPARISON OF THE FIVE MONTH
ACTUAL DEFICIT FOR 1983 WITH
THAT INCURRED FOR 1982

The five month actual deficit of \$158,500 for 1983 compares very favorably with the \$244,506 deficit for 1982 due largely to the \$93,561 reduction in 1983 of advertising, promotion and travelling (marketing department) costs.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,

John A. Leuser
John A. Leuser, B.Comm., C.A.
Director of Finance

June 14, 1983

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail
Account Number 3321 indicates Expense detail

Actual Operating Results For The Five Month Period Ended May 31, 1982	Description	<u>Budgeted Operating Results For</u>		<u>Actual Operating Results For</u>		<u>Percentage Of Total 1983 Annual Budget Spent Or Achieved</u>
		<u>The Year Ended December 31, 1983</u>	<u>The Five Month Period Ended May 31, 1983</u>	<u>The Month Of May 1983</u>	<u>The Five Month Period Ended May 31, 1983</u>	
	<u>Revenue:</u>					
\$ 149,934	Rentals, etc. 3301 - 10	\$ 271,900	\$ 135,900	\$ 28,189	\$ 134,570	49.4%
397,369	F & B Banquets, etc. 3301 - 20	1,052,000	431,700	89,592	393,138	37.4%
<u>47,523</u>	Other Operating Revenue 3301 - 30	<u>76,100</u>	<u>34,100</u>	<u>5,569</u>	<u>28,470</u>	<u>37.4%</u>
\$ 594,826	Revenue From Operations	\$1,400,000	601,700	123,350	556,178	39.7%
<u>839,332</u>	Less Total Expenditures as shown on Page 8.	<u>1,928,500</u>	<u>796,200</u>	<u>139,354</u>	<u>714,678</u>	<u>37.1%</u>
\$ 244,506	Excess of Expenditures Over Revenue From Operations	528,550	194,500	16,004	158,500	30.0%
\$ 244,506	Contribution From the City Of Hamilton 3301 - 02	<u>528,550</u>	<u>194,500</u>	<u>35,200</u>	<u>194,500</u>	<u>36.8%</u>
	Budgetary Surplus	<u>\$ NIL</u>	<u>\$ NIL</u>	<u>\$ 19,196</u>	<u>\$ 36,000</u>	

Note: It should be noted that:

- (1) The operating statements have been prepared on the accrual basis of accounting; and
- (2) No provision for other than legal and audit fees has been made in the operating statements in respect of the litigation.

INVESTMENT CALCULATION SHEET

These figures are calculated from the figures shown in the attached schedule and are subject to change.

Investment Period

Investment Period

Investment Period

Investment Period

Investment Period

Investment Period

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Budgeted
Operating Results For

Actual

Operating Results For

Actual
Operating
Results
For The
Five Month
Period Ended
May 31,
1982

The
Year
Ended
December 31,
1983

The Five
Month
Period Ended
May 31,
1983

The Five
Month
Period Ended
May 31,
1983

Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

\$ 149,934	Rentals - 3301 - 10 -	\$271,900	\$ 135,900	\$ 28,189	\$134,570	49.4%
\$ 45,030	Wentworth Exhibition Hall - 10	\$ 95,000		\$ 12,000	\$ 54,637	57.5%
750	Display Windows - 11	\$ 2,000		425	2,125	106.3%
19,455	Albion Room - 20	35,800		2,625	12,333	34.4%
825	Meeting Room No. 201 - 21	1,700		(238)	280	16.5%
4,424	Meeting Room No. 202 - 22	8,000		770	2,470	30.9%
2,560	Meeting Room No. 203 - 23	5,000		755	1,740	34.8%
720	Meeting Room No. 204 - 24	1,300		300	600	46.2%
1,488	Meeting Room No. 205 - 25	3,000		306	1,672	55.7%
3,400	Meeting Room No. 206 - 26	7,500		1,376	4,164	55.5%
54,784	Chedoke Banquet Hall - 30	80,000		6,375	39,425	49.3%
11,075	Webster Room - 31	21,500		2,325	12,005	55.8%
4,478	Meeting Room No. 314 - 32	8,000		694	1,772	22.2%
500	Hamilton Convention & Show Services - 40	1,200		100	500	41.7%
230	Grand Piano Rental - 55	400		180	480	120.0%
215	Rental of Tables, Chairs, Etc. - 60	1,500		196	367	24.5%

Budgeted
Operating Results For

Actual
Operating Results For

Actual Operating Results For The Five Month Period Ended May 31, 1982	Description	The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 397,369	Food & Beverage Sales - Banquet - 3301 - 20 -	\$ 1,052,000	\$ 431,700	\$ 89,592	\$ 393,138	37.4%
\$ 255,809	Food - 10	\$ 675,000	\$ 302,700	\$ 57,912	\$ 269,766	40.0%
19,299	Coffee, Juice (non-bar) Soft Drinks - 15	45,000		3,339	16,705	37.1%
47,257	Liquor - 35	120,000		13,684	47,774	39.8%
29,580	Beer - 40	90,000	129,000	7,652	23,394	26.0%
45,424	Wine - 45	107,000		5,575	31,579	29.5%
-	Soft Drinks (bar) and Fruit Punch - 50	15,000		1,430	3,920	26.1%

Actual
Operating Results For

Budgeted
Operating Results For

Actual
Operating
Results
For The
Five Month
Period Ended
May 31,
1982

Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

The Five
Month
Period Ended
May 31,
1983

The
Month
Of
May,
1983

The Five
Month
Period Ended
May 31,
1983

The
Year
Ended
December 31,
1983

Description

Other Operating Revenue -

\$ 47,523

3301 - 30 -

\$ 76,100

\$ 34,100

\$28,470

37.4%

\$ 5,456

Corrections To Prior Year
Revenues - 12

\$ -

\$ -

\$ -

-

20,297

Audio-Visual Electrical,
Lighting, & Operating
Equipment Recoveries - 50

38,700

2,928

13,015

33.6%

135

Staff Time Recoveries -
Bartenders - 60

300

158

272

90.7%

710

Staff Time Recoveries -
Wait Staff - 61

1,200

-

125

10.4%

5,921

Staff Time Recoveries -
Cashiers - 62

9,000

375

4,296

47.7%

4,885

Staff Time Recoveries -
Security - 63

10,000

864

2,898

29.0%

766

Staff Time Recoveries -
Room Preparation - 64

1,800

44

2,364

131.3%

1,100

Staff Time Recoveries -
Janitors - 67

2,500

10

1,164

46.6%

150

Staff Time Recoveries -
Elevator Operator - 68

400

-

-

-

-

Corkage Recoveries - 70

200

-

-

-

Actual Operating Results For The Five Month Period Ended May 31, 1982	Budgeted Operating Results For The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Five Month Period Ended May 31, 1983
Description			
\$ 7,323	\$ -	\$ -	\$ 768
(7,323)	-	-	(768)
4,041	4,000	214	1,039
183	400	62	147
-	-	555	555
6	-	-	-
3,873	7,600	359	2,595

Budgeted Actual
Operating Results For Operating Results For

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May 31,
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The
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The Five
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May 31,
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The
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Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

EXPENDITURES - 3321 -

\$ 121,568	Administration - 01	\$ 365,110	\$ 180,949	\$ 17,633	\$169,282	46.4%
-	Management Staff Recruitment - 02	2,000	1,445	211	1,675	83.8%
10,198	Information Desk & Smoke Shop - 06	23,830	10,236	1,177	4,902	20.6%
3,229	Financial Expenditures - 08	15,300	5,885	504	2,517	16.5%
156,134	Building Maintenance - 10	359,930	134,422	26,957	123,672	34.4%
12,637	Purchasing/Receiving - 20	34,920	14,449	2,406	11,780	33.7%
148,826	Marketing & Sales Promotion - 30	135,790	49,122	11,012	45,326	33.4%
47,727	F & B Administration - 50	88,910	37,253	7,784	40,229	45.2%
164,313	F & B Kitchen - 52	417,020	170,770	34,578	149,202	35.8%
174,542	F & B Banquet - 54	485,740	191,669	37,085	165,999	34.2%
158	F & B Wastage - 58	-	-	7	94	-
\$839,332		\$1,928,550	\$ 796,200	\$139,354	\$714,678	37.1%

Actual
Operating Results For

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Percentage
Of Total
1983 Annual
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Or Achieved

Description

\$ 121,568

Administration 3321 - 01 -

\$ 365,110

\$ 180,949

\$ 17,633

\$169,282

46.4%

\$ 53,788

Salaries & Wages - 01

\$ 198,900

\$ 85,507

\$ 12,934

\$ 78,521

39.5%

4,477

Temporary Help - Office - 02

500

-

-

-

-

411

Long Term Disability - 04

1,800

750

68

518

28.8%

4,650

Pensions - 05

14,460

6,210

872

5,558

38.4%

842

Unemployment Insurance - 07

4,540

1,760

304

1,453

32.0%

2,045

Medical & Hospital - 08

8,840

3,450

475

2,967

33.6%

993

Group Life Insurance - 10

3,000

1,127

238

908

30.3%

8,302

Telephones & Telegrams - 11

19,500

7,550

1,311

7,264

37.3%

447

Postage - 16

2,400

775

41

702

29.3%

5,063

Office Supplies & Stationery - 21

7,100

3,600

163

1,387

19.5%

-

Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25

-

-

5

(40)

-

2,766

Rental To Hamilton Place In Order To Re-Schedule - 28

-

-

-

-

-

447

Repairs & Maintenance - Office Equipment - 31

1,000

370

38

38

3.8%

70

Licences and Permits - 43

500

185

-

170

34.0%

(95)

Bank Charges - 44

100

10

(1)

(7)

-

Actual
Operating Results For

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Description	The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 81	\$ 300	\$ 120	\$ 17	\$ 80	26.7%
Service Charges - 45					
Brinks Charges - Trans- portation of Money - 46	900	340	22	198	22.0%
Consultant's Fees - 56	8,610	8,610	-	8,604	99.9%
Entertainment Expenses - General Manager - 61	2,000	630	-	180	9.0%
Entertainment Expenses - Assist. Gen. Man. - 62	-	-	-	-	-
Board of Directors Meetings - 63	2,240	600	71	480	21.4%
(Over) & Short - 66	-	-	(1)	(12)	-
Office Equipment - 71	1,000	416	-	-	-
Rental - Office Equipment - 83	16,500	6,324	1,126	6,276	38.0%
Travelling - 91	1,000	360	-	31	3.1%
Car Allowance - 92	-	-	-	-	-
Memberships & Subscriptions - 93	1,500	940	-	497	33.1%
Training Courses - 94	300	115	-	-	-
Audit Fees - 97	12,720	5,300	(218)	7,942	62.4%
Legal Fees - 98	55,400	45,900	168	45,567	82.3%

Line Item	Description	Quantity	Unit Price	Total Price	Notes
100	100 - 100	100	1.00	100.00	
200	200 - 200	200	2.00	400.00	
300	300 - 300	300	3.00	900.00	
400	400 - 400	400	4.00	1600.00	
500	500 - 500	500	5.00	2500.00	
600	600 - 600	600	6.00	3600.00	
700	700 - 700	700	7.00	4900.00	
800	800 - 800	800	8.00	6400.00	
900	900 - 900	900	9.00	8100.00	
1000	1000 - 1000	1000	10.00	10000.00	
1100	1100 - 1100	1100	11.00	12100.00	
1200	1200 - 1200	1200	12.00	14400.00	
1300	1300 - 1300	1300	13.00	16900.00	
1400	1400 - 1400	1400	14.00	19600.00	
1500	1500 - 1500	1500	15.00	22500.00	
1600	1600 - 1600	1600	16.00	25600.00	
1700	1700 - 1700	1700	17.00	28900.00	
1800	1800 - 1800	1800	18.00	32400.00	
1900	1900 - 1900	1900	19.00	36100.00	
2000	2000 - 2000	2000	20.00	40000.00	
2100	2100 - 2100	2100	21.00	44100.00	
2200	2200 - 2200	2200	22.00	48400.00	
2300	2300 - 2300	2300	23.00	52900.00	
2400	2400 - 2400	2400	24.00	57600.00	
2500	2500 - 2500	2500	25.00	62500.00	
2600	2600 - 2600	2600	26.00	67600.00	
2700	2700 - 2700	2700	27.00	72900.00	
2800	2800 - 2800	2800	28.00	78400.00	
2900	2900 - 2900	2900	29.00	84100.00	
3000	3000 - 3000	3000	30.00	90000.00	
3100	3100 - 3100	3100	31.00	96100.00	
3200	3200 - 3200	3200	32.00	102400.00	
3300	3300 - 3300	3300	33.00	108900.00	
3400	3400 - 3400	3400	34.00	115600.00	
3500	3500 - 3500	3500	35.00	122500.00	
3600	3600 - 3600	3600	36.00	129600.00	
3700	3700 - 3700	3700	37.00	136900.00	
3800	3800 - 3800	3800	38.00	144400.00	
3900	3900 - 3900	3900	39.00	152100.00	
4000	4000 - 4000	4000	40.00	160000.00	
4100	4100 - 4100	4100	41.00	168100.00	
4200	4200 - 4200	4200	42.00	176400.00	
4300	4300 - 4300	4300	43.00	184900.00	
4400	4400 - 4400	4400	44.00	193600.00	
4500	4500 - 4500	4500	45.00	202500.00	
4600	4600 - 4600	4600	46.00	211600.00	
4700	4700 - 4700	4700	47.00	220900.00	
4800	4800 - 4800	4800	48.00	230400.00	
4900	4900 - 4900	4900	49.00	240100.00	
5000	5000 - 5000	5000	50.00	250000.00	

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Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

Management Staff Recruitment

3321 - 02 -

\$ -

\$ 2,000

\$ 1,445

\$ 211

\$1,675

83.8%

Recruiting Costs - 12

\$ -

\$ 2,000

\$ 1,445

\$ 211

\$1,675

83.8%

Consultant's Fees - 60

-

-

-

-

-

-

Relocation Cost - Staff - 96

-

-

-

-

-

-

100-100-100

100-100-100

100-100-100

100-100-100

100-100-100

100-100-100

100-100-100

100-100-100

100-100-100

100-100-100

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100-100-100

Actual
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Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

Information Desk & Smoke
Shop - 3321 - 06 -

\$ 10,198

\$ 23,830

\$ 10,236

\$1,177

\$ 4,902

20.6%

\$ 6,640

Temporary Help - 02

\$ 19,000

\$ 8,173

\$ 978

\$ 3,780

19.9%

161

Pensions - 05

500

216

6

51

10.2%

222

Unemployment Insurance - 07

680

286

24

115

16.9%

3,175

Tobacco Supplies - 23

3,000

1,290

115

686

22.9%

-

Cigarette Machine Rental - 87

650

271

54

270

41.5%

Budgeted Actual
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 Percentage
Of Total
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Budget Spent
Or Achieved

Description

\$ 3,229	Financial Expenditures	\$ 15,300	\$ 5,885	\$ 504	\$ 2,517	16.5%
	3321 - 08 -					
\$ -	Credit Bureau Charges - 47	\$ 100	\$ 42	\$ 4	\$ 17	17.0%
43	Provision for Collection Fees - 48	200	83	-	-	-
3,750	Provision For Bad Debts - 49	6,000	2,500	500	2,500	41.7%
-	Replacement - China - 71	2,000	670	-	-	-
-	Replacement - Glassware - 72	1,000	370	-	-	-
(839)	Replacement - Silver - 73	1,000	370	-	-	-
-	Replacement - Linen - 74	4,000	1,480	-	-	-
-	Replacement - Furniture - 75	-	-	-	-	-
-	Replacement - Interior Decorations - 76	-	-	-	-	-
275	Replacement - Kitchenware - 77	1,000	370	-	-	-

Actual
Operating Results For

Actual

Budgeted
Operating Results For

Actual Operating Results For The Five Month Period Ended May 31, 1982	The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description					
Building Maintenance - 3321 - 10 -	\$ 359,930	\$ 134,422	\$ 26,957	\$ 123,672	34.4%
Salaries & Wages - 01	\$ 18,680	\$ 7,518	\$ 1,489	7,239	38.8%
Temporary Help - 02	12,000	5,118	-	442	3.7%
Long Term Disability Premium - 04	190	81	11	23	12.1%
Pensions - 05	1,680	700	95	511	30.4%
Unemployment Insurance - 07	1,070	415	46	217	20.3%
Medical & Hospital - 08	1,473	538	108	538	36.6%
Group Life Insurance - 10	210	75	21	77	36.7%
Water Rates and Sewer Surcharge - 13	6,000	2,500	500	2,500	41.7%
Garbage Disposal - 19	2,800	1,174	163	463	16.5%
Christmas Decorations - 21 ²	-	-	-	-	-
Cleaning Supplies - 22	5,150	2,116	292	1,946	37.8%
Operating Supplies - 23	1,000	416	123	280	28.0%
Repairs & Maintenance - Engineering (0333-0999) Responsibilities - 31	113,380	36,123	8,563	36,123	31.9%
Repairs & Maintenance - Building - 33	21,200	7,509	2,995	8,347	39.4%
34,113					
7,791					

Budgeted Actual
Operating Results For Operating Results For

Actual Operating Results For The Five Month Period Ended May 31, 1982	The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description					
\$ 9,584	\$ 32,000	\$ 13,330	\$ 2,668	\$ 13,333	41.7%
Insurance - Fire and Liability - 42					
28,893	49,000	17,975	3,620	17,030	34.8%
Contractual Services - Janitorial - 57					
44,217	75,000	31,950	4,949	29,541	39.4%
Contractual Services - Security - 58					
4,324	9,000	2,900	584	2,518	28.0%
Contractual Services - Various - 60					
6,743	8,700	3,400	730	2,380	27.4%
Security - Recoverable From Events - 61					
156	800	334	-	164	20.5%
Small Tools - 73					
-	-	-	-	-	-
Furnishings & Decorations - 74					
Rental - Maintenance Equipment - 88	600	250	-	-	-

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Percentage
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Marketing and Sales
Promotion 3321 - 30 -

\$ 148,826

\$ 135,790

\$ 49,122

\$ 45,326

33.4%

Salaries & Wages - 01

\$ 35,981

\$ 8,106

\$ 26,512

\$ 28,598

42.7%

Long Term Disability
Premium - 04

224

31

270

177

25.3%

Pensions - 05

2,835

394

1,965

1,949

38.2%

Unemployment Insurance - 07

451

138

751

612

31.5%

Medical and Hospital - 08

1,258

198

1,151

890

27.8%

Group Life Insurance - 10

395

34

316

181

19.1%

Advertising and Promotion - 12

98,171

1,647

14,856

9,881

22.0%

Office Supplies - 21

385

120

520

382

25.5%

Entertainment Expense -

110

129

625

583

38.9%

Sales Manager - 61

Entertainment Expense -

570

-

100

-

-

Sales Rep. - 63 (1982 - Dir. of
Marketing)

Travelling - 91

5,341

15

116

70

1.8%

Car Allowance - 92

2,500

200

1,000

1,000

41.7%

Memberships & Subscriptions - 93

605

-

940

1,003

66.9%

Actual Operating Results For The Five Month Period Ended May 31, 1982	Budgeted Operating Results For The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	Actual Operating Results For The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description					
Food and Beverage - Catering - General Administration 3321 - 50 -	\$ 88,910	\$ 37,253	\$ 7,784	\$ 40,229	45.2%
Salaries and Wages - 01	\$ 76,850	\$ 31,924	\$ 7,126	\$ 33,537	43.6%
Gratuity Recoveries on Salaries - 02	(10,370)	(4,246)	(997)	(3,956)	38.1%
Long Term Disability Premium - 04	850	355	49	286	33.6%
Pensions - 05	5,670	2,372	785	2,836	50.0%
Workmen's Compensation - 06	3,000	1,250	214	3,070	102.3%
Unemployment Insurance - 07	1,940	781	172	711	36.6%
Medical and Hospital - 08	3,000	1,079	198	990	33.0%
Group Life Insurance - 10	990	350	124	358	36.2%
Office Supplies and Printing (Menus and Tickets) - 21	6,000	2,875	113	2,228	37.1%
Laundry and Rental - 27	-	-	-	-	-
Entertainment Expense - Catering Manager - 60	600	250	-	5	0.8%
Entertainment Expense- Catering Representative (1982 Director of Catering) - 61	200	83	-	19	9.5%
Travelling - 91	-	-	-	-	-
Memberships and Subscriptions - 93	180	180	-	145	80.6%

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Budgeted Operating Results For Actual Operating Results For

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May 31,
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Percentage
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Or Achieved

Description

Food and Beverage - Kitchen
3321 - 52 -

\$ 164,313

\$ 417,020

\$ 34,578

\$ 149,202

35.8%

\$ 32,699

Salaries and Wages - 01

\$ 100,810

\$ 8,562

\$ 39,659

39.3%

-

Gratuity Recovery on
Salaries - 02

(20,740)

(1,993)

(7,912)

38.1%

6,692

Temporary Help - Cooks and
Kitchen - 03

13,680

899

4,499

32.9%

315

Long Term Disability
Premium - 04

1,050

51

294

28.0%

2,813

Pensions - 05

8,260

3,200

657

3,264

39.5%

922

Unemployment Insurance - 07

4,160

1,647

376

1,283

30.8%

1,635

Medical and Hospital - 08

5,100

1,882

430

1,882

36.9%

14,926

Temporary Help - Stewarding - 09

34,720

14,247

3,210

10,479

30.2%

301

Group Life Insurance - 10

980

356

164

429

43.8%

7,199

Cleaning and Operating
Supplies - 23

13,000

5,220

943

4,959

38.1%

522

Repairs & Maintenance -
Kitchen Equipment - 32

3,500

1,050

851

1,367

39.1%

96,289

Food Cost - 64

252,000

105,945

20,428

88,999

35.3%

-

Rental - Operating Equipment - 88

500

200

-

-

-

Actual Operating Results For

Budgeted Operating Results For

Actual Operating Results For The Five Month Period Ended May 31, 1982	The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	<u>\$ 485,740</u>	<u>\$ 191,669</u>	<u>\$ 37,085</u>	<u>\$ 165,999</u>	<u>34.2%</u>
	Food and Beverage - Banquet 3321 - 54 -				
\$ 8,555	\$ 90,310	\$ 33,549	\$ 7,029	\$ 32,866	36.4%
-	(20,740)	(8,492)	(1,993)	(7,912)	38.1%
12,527	26,890	11,033	1,342	7,738	28.8%
-	900	357	18	135	15.0%
1,841	9,560	3,750	797	3,313	34.7%
34,701	77,250	31,736	6,270	26,428	34.2%
1,167	7,600	3,005	777	2,363	31.1%
876	5,100	1,960	252	1,045	20.5%
29,977	70,550	30,239	6,366	26,904	38.1%
68	800	313	69	244	30.5%
-	500	217	-	-	-
3,603	21,000	8,450	614	7,590	36.1%
1,749	6,000	2,370	249	1,159	19.3%
11,952	17,500	7,000	1,748	5,708	32.6%
-	16,500	6,550	2,110	7,586	46.0%

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Actual
Operating Results For

Budgeted
Operating Results For

Actual Operating Results For The Five Month Period Ended May 31, 1982	The Year Ended December 31, 1983	The Five Month Period Ended May 31, 1983	The Month Of May, 1983	The Five Month Period Ended May 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	Description				
\$ -	Repairs - Piano etc. - 32	\$ 2,500	\$ 95	\$ 482	19.3%
39,750	Beverage Costs - 65	119,520	9,339	39,276	32.9%
27,776	Rental - Operating Equipment - 88	34,000	2,003	11,074	32.6%

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The
Year
Ended
December 31,
1983

Description

Food and Beverage -
Wastage and Staff Refreshment
3321 - 58 -

\$ 158

\$ -

\$ -

\$ 7

\$ 94

- %

\$ -

Food - Wastage - 64

\$ -

\$ -

\$ -

\$ -

-

158

Liquor - Wastage/Breakage
- 65

-

-

7

94

-

-

Liquor, Beer, Etc. - Theft - 66

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Food - Staff Refreshment - 67

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Soft Drink and Juice - Staff
Refreshment - 69

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HAMILTON CONVENTION CENTRE
PART TIME LABOUR UTILIZATION
REPORT FOR THE PERIOD OF
JANUARY 1, 1983 TO MAY 31, 1983

Part-Time Staff	ACTUAL		Budget Based On		Over (Under)
	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Actual Revenues Achieved	Amount (including 4% Vacation pay accrued) Net Of Recoveries	
Cashiers	\$ 3,442	.88% (1)	\$ 6,683		\$ (3,241)
Cooks & Kitchen	4,499	1.6% (2)	5,443		(944)
Stewarding	10,479	2.7% (1)	12,974		(2,495)
Service	26,031	6.6% (1)	28,306		(2,275)
Porter	24,540	4.7% (3)	27,441		(2,901)
Information Desk	3,780	.72% (3)	7,599		(3,819)
Maintenance Help	442	.08% (3)	4,749		(4,307)
Storeman	<u>2,002</u>	.38% (3)	<u>4,011</u>		<u>(2,009)</u>
	<u>\$75,215</u>		<u>\$97,206</u>		<u>\$ (21,991)</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of May 1983, the Centre was under-budget for part-time labour to the extent of \$2,986.

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HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE PERIOD OF JANUARY 1ST, 1983 TO MAY 31, 1983

<u>Item</u>	<u>Actual</u>		<u>Budget</u>		<u>Over (Under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 88,999	31.1%	\$100,265	35.0%	\$ (11,266)
Beverage Costs	39,370	36.9%	38,400	36.0%	970
	<u>\$128,369</u>		<u>138,665</u>		<u>\$ (10,296)</u>

COMMENTS BY THE DIRECTOR OF FINANCE :

The Centre's food and beverage cost percentages for the month of May 1983 were 33.4% and 33.0%, respectively.

HAMILTON CONVENTION CENTRE
A COMPARISON OF INVENTORIES

AT MAY 31, 1983

WITH THAT AT APRIL 30, 1983

MARCH 31, 1983 AND DECEMBER 31, 1982

<u>Type of Inventory</u>	<u>May 31, 1983</u>	<u>April 30, 1983</u>	<u>March 31, 1983</u>	<u>December 31, 1982</u>
Liquor/Wine/Beer	\$33,257.36	\$29,825.35	\$32,127.88	\$32,282.20
Food	22,760.24	23,787.92	23,250.66	23,736.45
Tobacco	448.45	448.80	459.29	386.58
Dry Goods	9,306.42	9,953.71	10,933.32	12,307.84
Pop Cannisters	<u>3,364.00</u>	<u>3,684.00</u>	<u>4,538.00</u>	<u>4,400.00</u>
	<u>\$69,136.47</u>	<u>\$67,699.78</u>	<u>\$71,309.15</u>	<u>\$73,113.07</u>

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT MAY 31, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 75,530	\$ 74,303 (1)	\$ 1,180 (2)	\$ 47 (3)	\$ -
100%	98.4%	1.6%	- %	- %

(1) As at June 14, 1983, subsequent payments of \$57,721 have been received.

(2) As at June 14, 1983, subsequent payments of \$585 have been received.

(3) As at June 14, 1983, subsequent payments in full have been received.



HAMILTON CONVENTION CENTRE

5(b)

CAPITAL ITEM REQUEST TO
ADMINISTRATION/OPERATIONS COMMITTEES, &
AUDIT/FINANCE COMMITTEE

Attached as Annexes are the following capital item quotes
(rationale included in Annexes):

ANNEX A ARTIFICIAL PLANTS

1. Staalduinen Floral, Stoney Creek \$2,382.50
(includes labour)
2. Arbour Florists, Hamilton 3,643.20.

Recommend Staalduinen Floral. Previously approved
in principle by the Administration/Operations
Committees.

ANNEX B LARGE MEAT SLICER

1. Hamilton Store Fixtures \$2,882.00
2. Cassidy's, Toronto (verbal) 2,839.55
3. Ideal Food Equipment, Toronto 2,682.00

NOTE: A demo model Hobart 1712 is also available
from Hamilton Store Fixtures for \$2,550.00.
Also, two small slicers that the Centre
overstocked are being sold on consignment
at Hamilton Store Fixtures.

Recommend buying the demo model using the two small
slicers as trade-ins, from Hamilton Store
Fixtures.

ANNEX C STAINLESS STEEL CARTS (Quotation on two carts)

1. Ideal, Toronto \$ 540.00
2. Cassidy's Toronto 599.30
3. Hamilton Store Fixtures 594.00

Recommend Purchase Ideal equipment.

NOTE: Sales Tax is not included in Items A, B and C.

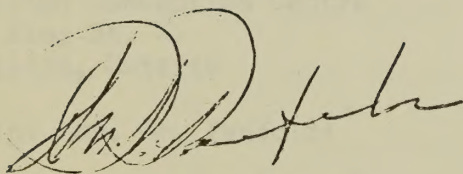
June 17, 1983

ANNEX D

CASH REGISTERS

1. Two Sweda International Cash Registers \$4,322.80

Recommend these two cash registers. There is only one quote as they will be compatible with two Sweda's already purchased and they were the lowest quote when previously bought.



William J. Penfold,
General Manager.

1. Sweda	100.00	100.00
2. Sweda	100.00	100.00
3. Sweda	100.00	100.00
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Now, I would like to state the following action is required: All items are potentially necessary to permanently install the system in order of priority in the all plantings and will provide, and cover the entire work area.

There are two all materials in the area.

I trust that the information provided is satisfactory and will forward to you as soon as possible.

If you have any comments, please feel free to contact me.

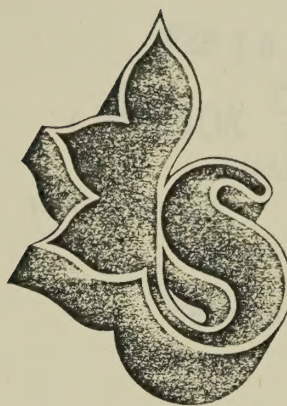
Sincerely,

William J. Penfold

FCMS

ANNEX A

MAY 24 1983



Staalduinen

Floral Limited

120 King Street West, Stoney Creek, Ontario L8G 1J2 ☎ 662-4975

May 19, 1983

Hamilton Convention Centre
115 King St. W.
Hamilton, Ontario

Att'n: Mr. Wm. Penfold:

Dear Mr. Penfold:

As per your request, we are pleased to quote the following prices to supply silk plants for your planters.

4 Bamboo	66" tall	@ 39.00 ea.	156.00
2 Ficus	72" "	72.00	144.00
2 Cissus Trees	60" "	60.00	120.00
4 Dieffenbachia	48" "	25.00	100.00
4 Giant Dieffenbachia	66"	30.00	120.00
5 Cutleaf Philodendron	60"	90.00	450.00
11 Chinese Evergreen		3.50	38.50
24 Dieffenbachia		3.75	90.00
10 Spathiphyllum		7.00	70.00
10 Philo Bush		4.00	40.00
10 Zebra Plants		4.00	40.00
10 Spider Plants		6.90	69.00
Total Price of Plants			<u>1437.50</u>

Also, I would like to quote the following prices to supply all labour and materials necessary to permanently, install the plants in plaster of paris in the 21 planters you will provide, and cover the surface with bark chips:

Total cost for all Material + Labour	945.00
O. S. T. Extra	

I trust that the information supplied is satisfactory and look forward to being of service to you.

If you have any questions, please feel free to contact me.

Sincerely

Supporting
Member

Flower Canada Marketing Council

Cut Flowers Tropical Plants Floral Supplies

Shirley Small
Ethel Allen

FEB 10 1983

Arbor Florists
LIMITED

10 John St. North

Phone 528-8423

Hamilton, Ontario

February 8th, 1983

Bonnie Cook,
Convention Centre,
Hamilton, Ontario

Dear Ms. Cook:

Enclosed is a list of plants selected
for their very high quality to give a
showy appearance in the Convention Centre.

The larger trees are sized from 3' to 7'
but the size could be altered if you wish.
The smaller plants are also assorted, full
and showy and of the same high quality.

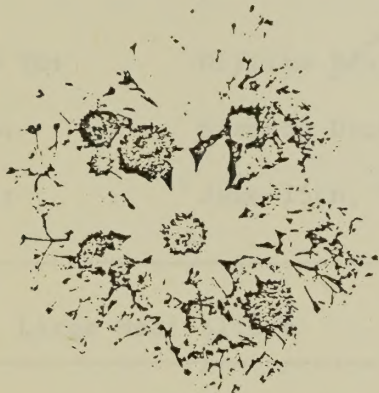
I have selected what I believe to be the
best types of plants for your needs.

JH
Limo USA

Many thanks for calling us and if you
decide to replace with the silk plants,
we would be happy to do it for you.
(Please contact Ethel Allen or
Shirley Small.)

Yours sincerely,

Shirley Small



Shirley Small
Ethel Allen

Arbor Florists LIMITED

10 John St. North Phone 528-8423
Hamilton, Ontario

21 Large Plants

Bamboo trees	4 @	150.00	600.00
Ficus	2 @	375.00	750.00
Dracena	2 @	160.00	320.00
(3 stalks per plant)			
Diefenbachia	4 @	60.00	240.00
(3 stalks per plant)			
Giant dieffenbachia	4 @	67.50	270.00
Philodendron	5 @	75.00	375.00

71 Small Plants

Evergreens	11 @	30.00	330.00
Plantation plants	24 @	6.00	144.00
Spathiphyllum	10 @	30.00	300.00
Feather plants	10 @	22.50	225.00
Laurel plants	10 @	30.00	300.00
Spider plants	10 @	30.00	300.00

Less 20%

Installation - labour

4154.00
830.80
3323.20
320.00
3643.20

HAMILTON CONVENTION CENTREM E M O R A N D U MMEMO TO: William Penfold *15/6*

FROM: Stephen Dockman

DATE: June 15th, 1982

RE: Large Meat Slicer

The meat slicers that we are currently using are too small for the volume of business that the Convention Centre currently has. It is very time consuming to slice meat particularly for large functions. Also, a larger meat slicer will reduce the chance of a serious accident. There has already been two incidents of serious cuts.

The Health and Safety Committee has brought this to our attention and recommended that we purchase a larger slicer.

The two small meat slicers that have not been used and were part of the original inventory prior to the opening, have been put on consignment with Hamilton Store Fixtures as of May 20th, 1983.

The Convention Centre should receive \$850.00 to \$1,000.00 for each machine less 25% commission. If both machines are sold the Convention Centre should realize a minimum return of \$1,275.00. Copies of the consignment and pick up are attached for your reference.

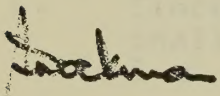
In light of the consignment to Hamilton Store Fixtures, I recommend that we purchase the Demo Hobart 1712, provided we have the opportunity of inspecting the machine prior to purchase. There is a 90 day warranty on parts only. The cost is \$2,550.00 as per quotation, plus Provincial Sales Tax.

If the demo is not available at the time of purchase, I recommend the purchase of a Berket Automatic Slicer Model 818.

Quotations have been received as follows:

Hamilton Store Fixtures	\$2,882.00 + P.S.T.
Cassidy's (written quotation to follow)	\$2,839.55 + P.S.T.
Ideal Food Equipment	\$2,682.00 + P.S.T.

Once again, in light of the consignment, preference should be given to Hamilton Store Fixtures, and possibly an opportunity to meet the lowest quotation.


Stephen H. Dockman
CATERING MANAGER

SHD/kw
cc John Leuser

CONSIGNMENT POLICY

1. All goods brought in for consignment will be subject to a twenty-five per cent {25%} commission.
2. The customer will be reimbursed after ninety {90} days from date of sale.
3. If repairs are required to make goods saleable, or if there are repairs made ninety {90} days after the sale, the costs incurred will be deducted from the net amount.
4. If the goods are not sold within a one hundred and eighty {180} day period of time, they will be returned to the customer for which there will be a cartage charge.
5. The selling price will be negotiated before the goods are brought in, i.e. high or low.
6. Since a consignment is a transaction within itself, there shall be no withholding of payment on a customer's account, i.e. deducting value of goods from balance of his account.
7. All goods brought in on consignment are done so at the risk of the customer.

DESCRIPTION OF GOODS {INCLUDE MODEL & SERIAL NUMBERS}

1. 2 ONLY FMP AG250 SLICERS.
- 2.
- 3.
- 4.

DATE RECEIVED:

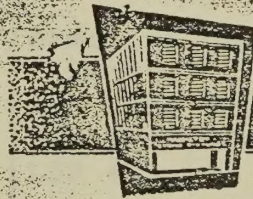
ASKING PRICE		SELLING PRICE
High	Low {net}	
1000.00	850.00	

DATE SOLD:

I {we} hereby certify that the aforementioned goods are free of all liens and encumbrances.

Per.....
Consignee's Signature

MEMO SHEET



HAMILTON STORE FIXTURES LTD.

240 KING ST. WEST, HAMILTON, ONTARIO, CANADA, L8N 1K7, PHONE 521-1121

C 607

DATE May 20 1983

To Hamilton Convention Centre
King St. W.
Hamilton

Pick up on Consignment
2 Only, Electric Slicers

M. M.

EVERYTHING FOR THE
STORE, RESTAURANT
AND CAFETERIA

RESTAURANT SUPPLIES

All-Purpose Dispensers
Aluminumware
Booths
China (English and
Canadian)
Coffee Dispensers
Coffee Urns
Cream Dispensers
Deep Fat Fryers
(Gas and Electric)
Dish Washers
Enamelware
Exhaust Fans
Formica Tables
Fruit Juicers
Glassware
Grills (Gas and Electric)
Hamilton Beach Mixers
Lunch Counters
Meat Blocks
Meat Grinders
Meat Slicers
Napkin Dispensers
Pedestal Fans
Potato Peelers
Silverware
Sinks
Soda Fountains
Soda Fountain Cocks
Soda Fountain Glassware
Squeeze Pails
Steam Tables
Steam Table Inserts
Steels
Stock Pots and Pans
Stool and Table Bases
Stoves (Gas and Electric)
Straw Dispensers
Sugar Dispensers
Tea Pots
Toasters (Gas and
Electric)

REFRIGERATION

"GILSON"

COMMERCIAL

REFRIGERATION

Walk In Refrigeration
Reach In Refrigeration
Electric Pop Coolers
Electric Ice Cream
Cabinets
Home Freezers

MISCELLANEOUS

Brackets and Standards
Brooms
Cash Registers
Chrome Chairs
Chrome Coat Hangers
Chrome Dress Racks
Chrome Fixtures
Cigarette Display Cases
Coffee Makers and Parts
Cory and Silex
Light Fixtures
Millinery Stands
Mirrors for Every
Occasion
Mop Heads
Mop Sticks
Scales
Show Cases
Stainless Steel Equipment
Wall Cases

WE INVITE
YOUR QUERY
IMMEDIATE REPLY

CANADA'S LEADING SUPPLY HOUSE

Hamilton Store Fixtures Ltd.

115 KING STREET WEST • TELEPHONE 528-4289 • HAMILTON, ONTARIO

Serving—Butchers, Packers, Camps, Church Kitchens, Clubs, Cocktail Bars, Hospitals,
Hotels, Institutions, Restaurants and Schools.

May 20, 1983

Hamilton Convention
Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Ms. Arlene Holman
Purchasing Department

Dear Arlene

We take pleasure in submitting our quotation on the
following, as well as enclose specification sheets

1	Only Blakeslee Model S612 Automatic Slicer	\$ 2446.00
1	Only Berkel Model 818 Automatic Slicer	2882.00
1	Only Hobart Model 1712 Automatic Slicer	3253.00

Continued.... /2

We Carry a Full Line of New and Used Store and Restaurant Equipment

Hamilton Convention
Centre
Page Two
May 20, 1983

1	Only Demo Berkel	\$ 2550.00
1	Only Demo Hobart	<u>2550.00</u>

Please Note: There will be a full allowance on
trade-in for new

*90 Day Parts Only
Warranty*

The herein quoted prices are subject to Provincial Sales
Tax, if applicable.

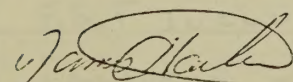
The herein quoted prices will remain firm for a period
of thirty (30) days from date of this quotation.

The herein quoted prices are DELIVERED TO YOUR PREMISES.

Thanking you for this opportunity of quoting and if we
can be of further service, please do not hesitate in
contacting us.

Yours truly

HAMILTON STORE FIXTURES LTD.


James Harlow

js



Canada's foremost
knowhow organization.

459-465 College St.
Toronto, Ontario M6G 1A3
Telephone 920-1411

Complete equipment
and supplies for restaurants
hotels and institutions
Planning Designing Fabrication
Food Service Consultants
Contract Interiors

QUOTATION

HAMILTON CONVENTION CENTRE.
(PURCHASER)
ADDRESS 115 KING ST. WEST
CITY HAMILTON ONTARIO L8P 4T9
SHIP TO ABOVE.
DELIVERY REQUIRED T.B.A. VIA PREPAID.

DATE JUNE 1 / 83

TERMS N/30

CUST. ORDER NO. _____

PROV. SALES TAX _____

SALESMAN HENNO TODING.

ORDERED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA.	HOBART SLICER # 1712 AUTOMATIC. - 11 3/4" DIA. BLADE. 1/3 H.P.		3,025.00
1	EA.	BLAKESLEE SLICER # 5612 AUTOMATIC - 11 3/4" DIA. BLADE. 1/4 H.P.		2,280.00
1	EA.	BERKEE SLICER # 818 AUTOMATIC. - 12 1/2" DIA. BLADE. 1/3 H.P.		2,682.00
1	EA.	OMAS SLICER - "C" MATIC AUTOMATIC - 13" DIA. BLADE. 1/3 H.P.		2,405.00
THIS QUOTE IS VALID FOR 30 DAYS.				
F.S.T. INCLUDED P.S.T. EXTRA.				
DELIVERY - 7 DAYS FROM DATE OF ORDER.				

OWNERSHIP OF THE ABOVE GOODS SHALL REMAIN IN THE
VENDOR UNTIL PAYMENT IN FULL OF THE PURCHASE PRICE

SUB
TOTAL

PROVINCIAL
TAX

TOTAL

3232

ABOVE TERMS ACCEPTED

PURCHASER _____

PER _____

DATE _____

Accepted

IDEAL FOOD SERVICE EQUIPMENT

OFFICE COPY

HOBART

1712

1712 SLICER

Approved for listing by Canadian Standards Association

AUTOMATIC . . . VERSATILE . . .

POSITIVE ANGLE FEED

With more than 60 years of design and development in the food store and kitchen machines business, Hobart opens the way to a new world of slicing features and capacities with the automatic Hobart Model 1712 Slicer. It has exclusive, two speed automatic slicing . . . with carriage and feeding attachments . . . to meet all of today's retail-food and food-service operational demands.

From the specially designed and built Hobart motor, through the spiral-gear knife drive, to the famous Hobart **Stay-Sharp** cast, solid stainless steel knife, this machine encompasses the latest developments in automatic slicing.

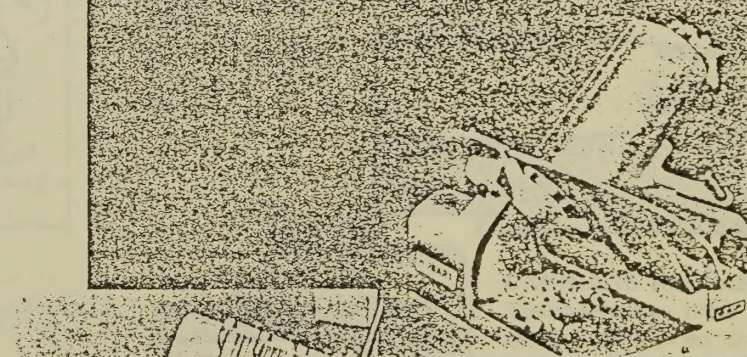
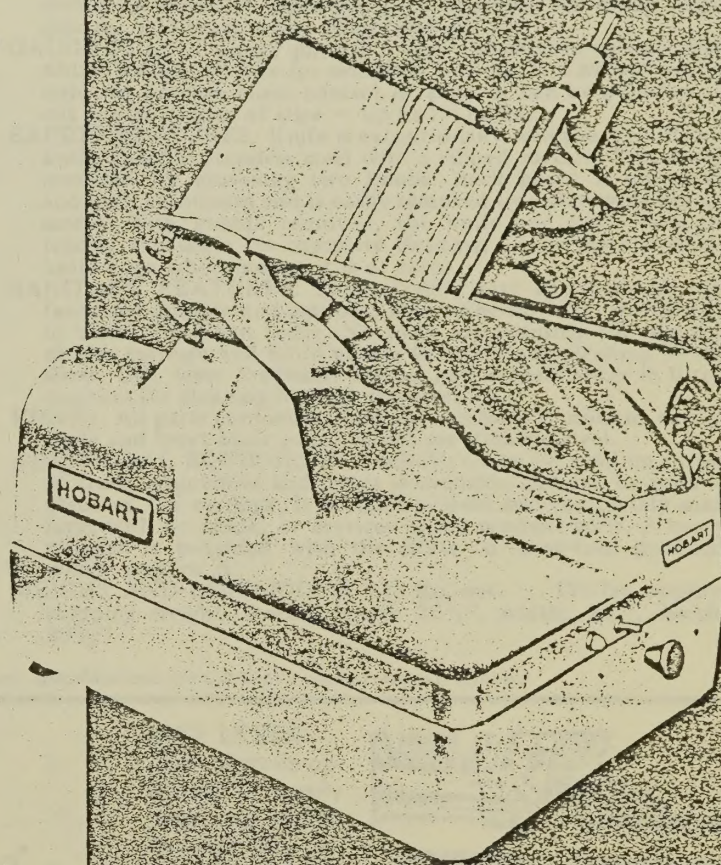
The feed trough will take food up to 12" in width or 7½" in diameter . . . and the carriage drive employs both a high and low speed to suit your needs and method of operation. Hobart's positive angle feed trough will feed the meat or food smoothly. Disengaging the automatic drive to a manual feed can be done instantaneously, whether the slicer is in operation or not. There is a positive grip thickness selector that you and your operators will like. The instant you turn on the convenient up-front switch, and the neon operational light is on, you are in for a wonderful performance experience in slicing hot or cold meats, fowl, fish, cheeses, breads, fruits . . . and such vegetables as tomatoes, potatoes, celery, onions, lettuce—and even mushrooms.

In this day of modernization, improved customer service, or portion control food-service, you owe it to yourself to see a demonstration that spells out "AUTOMATIC SLICING" in capital letters. You will witness a real performance treat. You will also be impressed with the simplicity in design . . . the performance, safety and keep clean features which are exclusively Hobart.

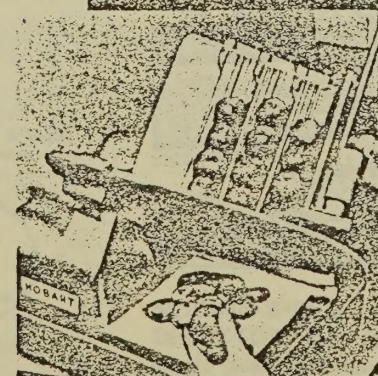
FENCE AND CHUTE ATTACHMENTS

Uniform slice perfection or maximum yield per stroke . . . these are the *bonus slicing advantages* assured by quickly affixed fence attachments that may be used singly or in multiples. Wide mouthed tubular chute and plunger is perfect for random slicing of variety of food products. Attachments greatly increase slicing capacity and opportunities for customer satisfaction.

Specifications, Details and Dimensions on Reverse Side



CHUTE ATTACHMENT



FENCE ATTACHMENT

THE HOBART MANUFACTURING COMPANY LTD.
Toronto • Owen Sound

Distributors: Kitchen, Bakery and Foodservice Equipment
KitchenAid Products for the Home

SPECIFICATIONS

Listed by Underwriters' Laboratories, Inc. Approved by National Sanitation Foundation.

MOTOR: $\frac{1}{2}$ H.P., Hobart-built, permanently lubricated ball bearings, totally enclosed integral with slicer. Single phase capacitor-start induction run. Available in electrical specifications in single voltages and below 250 volts only; 115-60-1; 208-60-1; 230-60-1; 115-50-1; 220-50-1.

SWITCH: U. L. listed double pole toggle type for all electrical specifications. Neon pilot light indicates power on.

CORD AND PLUG: 6-foot U.L. listed three wire power supply cord for grounding receptacle. Plug not furnished on export models.

KNIFE DRIVE: Spiral gear, polished worm meshing with aluminum-bronze worm wheel assures quiet operation and long life. Knife speed — 360 RPM.

CARRIAGE DRIVE: Gear-Driven by slicer motor. Two speeds provided by driving key transmission. High speed, 51 strokes per minute for greater capacity — low speed, 36 strokes per minute, ideal for packaging slicing. Carriage can be instantaneously disengaged from power drive, whether slicer is in operation or not. Speed selector is located at front of machine. Speed can be changed with slicer motor on or off.

BEARINGS: Bearings are either lubricated by oil pump or are self-lubricating. Slide rod bearings are self-aligning.

KNIFE: Hobart Stay-Sharp, cast solid Stainless Steel, 11 $\frac{1}{4}$ " diameter with sanitary hub.

KNIFE SHARPENER: Quickly removable two-stone type sharpener and hone. The angle of the sharpening stone is adjustable. The honing wheel is spring-loaded. The sharpener unit is carried in a convenient position on slicer base when not in use. Knife can be sharpened with guard in place.

POSITIVE ANGLE FEED TROUGH: Angle feed enables operator to slice without manual feed. Feed trough with grooves is readily removable for cleaning. Carriage has 12" travel under power . . . and 14" manual travel.

CAPACITY: The feed trough will take food up to 12" in width . . . or 7 $\frac{1}{2}$ " in diameter.

FEED GRIP: Cast iron with cast teeth. Grip swings out of way

when not in use. Two removable prongs are provided on back side which can be pressure-applied into odd-shaped pieces.

ADJUSTABLE FENCE: Fence can be set for any width piece of meat and prevents it from tipping on the carriage during the automatic operation of the slicer. This device assures uniform slicing and straight feeding of the product in high speed. Multiple fences can be used to provide chutes for production slicing of meats or vegetables such as onions for onion rings, oranges, and many other food products.

GAUGE PLATE: Gauge plate is a heavy aluminum casting with ribbed surface on face for smoother feeding. It is exceptionally rigid, to provide close control of slice. It can be adjusted to cut any thickness of slice — up to 1 $\frac{1}{4}$ inches.

SAFETY FEATURES: Knife is exceptionally well guarded. Front knife guard is stainless steel with a ribbed surface. It is easily removed by loosening two knobs. Back guard is one-piece anodized aluminum and is easily removed by unscrewing thumb screw. With guards removed, the knife and knife hub are readily accessible for complete cleaning. Gauge plate protects knife edge when indicator is at zero.

SANITARY FEATURES: Exceptionally easy to clean. All surfaces are durable and smooth, presenting no holes or crevices in which food can lodge. No tools are required for removal of the carriage and knife guards for thorough cleaning of the slicer. Lift lever facilitates raising and secures slicer in tilted position for cleaning beneath the machine.

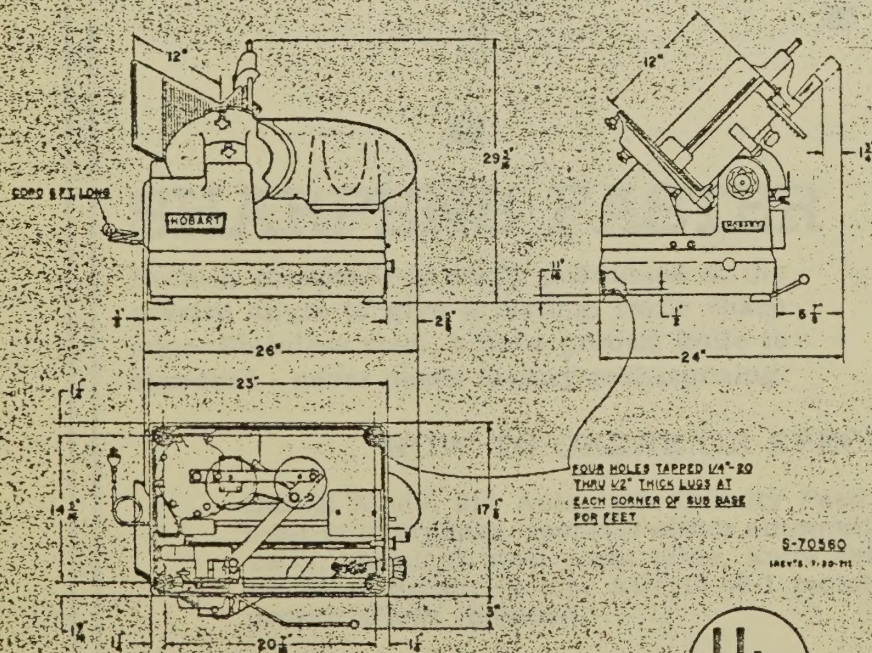
FINISH: All parts contacting food are anodized aluminum, except knife and front knife guard, which are stainless steel.

ADDITIONAL EQUIPMENT: A tubular chute for random slicing of fruits, vegetables and meats is available and can be used in place of the carriage. It is stainless steel and completely sanitary, with no cracks or crevices in the product zone. A heavy plunger is provided with the chute to force-feed products which require it.

WEIGHT AND DIMENSIONS: 143 lbs. net . . . 170 lbs. approx. shipping weight. Overall length 26 $\frac{3}{8}$ ", width, 24", height 29 $\frac{3}{16}$ ".

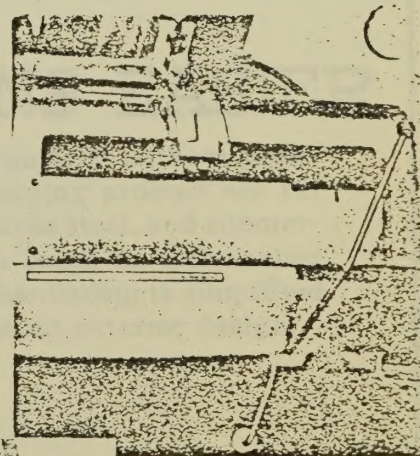
(As continued product improvement is a policy of Hobart, specifications are subject to change without notice.)

DIMENSIONS MODEL 1712



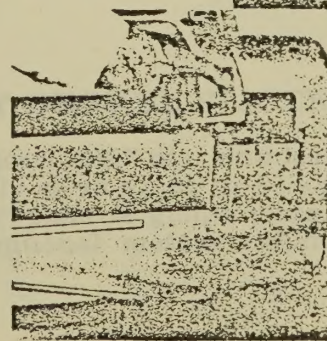
LIFT LEVER

Lever permits operator to easily raise and secure the slicer in a tilted position for thorough cleaning beneath the machine.



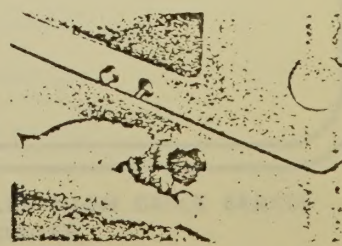
CARRIAGE RELEASE

Touch-sensitive plate is ideally positioned and designed for positive release of carriage from automatic to manual operation. Companion lift-up lever returns carriage to "automatic".



SLICING-SPEED

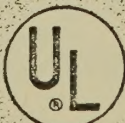
SELECTOR Exclusive, single push-pull control, is conveniently located for finger-tip operation. Carriage speed can be changed from low to high at will without interruption of slicing stroke.



(Revised 272) Litho in U.S.A. (G)

HOBART

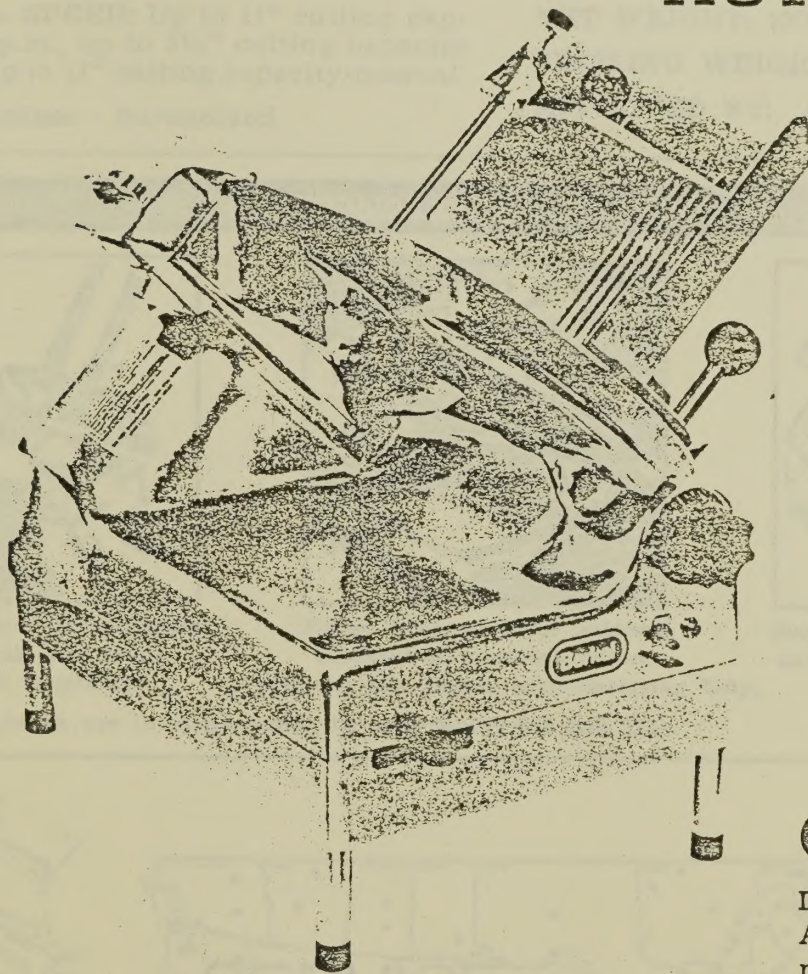
FOOD EQUIPMENT SYSTEMS



Berkel

SLICERS

AUTOMATIC SLICER MODEL 818



SLICES BETTER AUTOMATICALLY

This slicer works for you and gets the most out of your product. Automatically 45 to 80 slices per minute saving time and money. Product looks better longer and lasts longer too! Tissue thin or consistent thick slices are always appetizing and increase customer confidence.

CLEANS EASIER

Disassembles quickly without tools. All parts contacting product are removable, stainless steel, and submersible for wash basin or dishwasher convenience. Sanitizing is simplified because of smooth exterior design.

SHARPENS FASTER

Built-in sharpener is easily positioned at the precise angle to give a lasting, razor sharp edge. Stainless steel, hollow ground knife is standard - never needs factory resharpening.

HOW TO ORDER OR SPECIFY BERKEL SLICERS:

Berkel Model 818 Automatic Gravity Feed Slicer, 12½" dia. stainless steel knife, built-in sharpener, operates either automatically at 45 s.p.m. or 80 s.p.m. or manually, stainless steel meat table, knife center plate & gauge plate, Burnadized stainless finish; ¼ h.p. AC/115-60-1 motor, optional motors available. NSF approved 4" legs included.

OPTIONS:

- Vegetable Chute
- Product Fence
- Receiving Tray
- Juice Cup
- Slaw Tray
- Skewers

MODEL 818 SLICER - SPECIFICATIONS

OPERATION: Automatic or Manual, gravity fed.

MOTOR: 1/3 h.p. 115 volt, 60 cycle, single phase, C., Optional motors: 220/50/1, 220/60/1. Amps.

CAPACITY & SPEED: Up to 11" cutting capacity at 45 s.p.m., up to 5 1/2" cutting capacity 80 s.p.m., up to 11" cutting capacity-manual.

FINISH: Stainless - burnadized.

BASIC DIMENSIONS: Width 19", Depth 29 1/4", Height 24" (Add 3" to height for NSF legs).

DIAMETER OF KNIFE: 12 1/2".

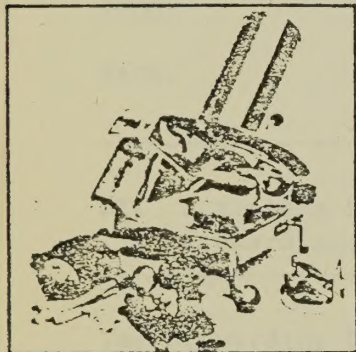
NET WEIGHT: 130 lbs.

SHIPPING WEIGHT: 168 lbs.

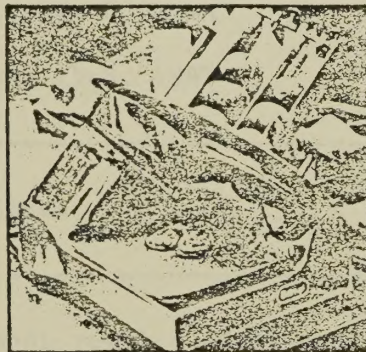
APPROVED BY:



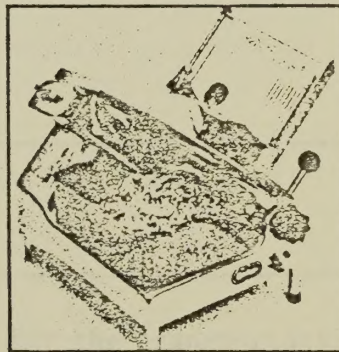
OPTIONAL ACCESSORIES



Vegetable chute for quantity slicing small size fruits, meats or vegetables

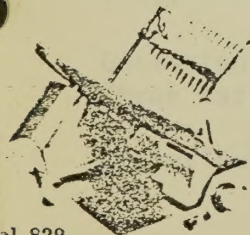


Fence & skewers for uniform crosscut on tomatoes, onions peppers, etc. Shown with Receiving Tray.

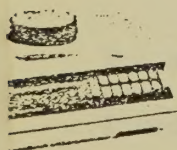


Slaw tray in place to catch and carry small or irregular shaped products

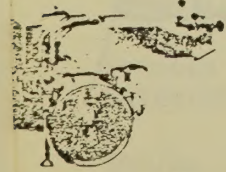
Accessories shown are interchangeable, fit both Model 808 and 818.



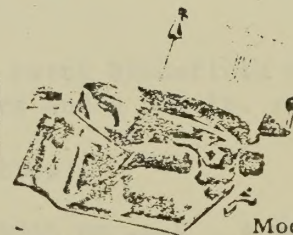
Model 829



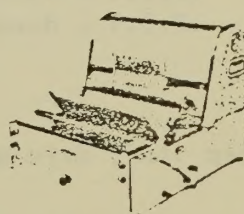
1/25 Digital Scale



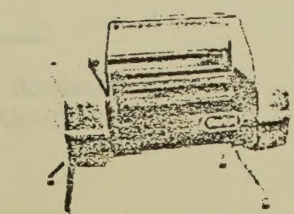
Model 180D - Slicer/Stacker



Model 808 Slicer



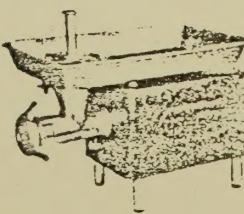
Model MB - Bread Slicer



Model 704 - Tenderizer



Model 1850 - Food Cutter



Model E122 - Chopper



The Berkel Group World's Leading Manufacturer of Slicers, Food Equipment and Scales . . . FACTORIES in United States (BERKEL, INC., La Porte, Indiana) Netherlands, West Germany, Belgium, France, Great Britain, Austria, Switzerland and Other Countries.

BERKEL
INCORPORATED

ONE BERKEL DRIVE

LA PORTE, IND. 46350

219/225 7000 - TELEY 250 243

CABLE ADDRESS BERKEL

HAMILTON CONVENTION CENTREM E M O R A N D U M

MEMO TO: William Penfold *W Penfold*
FROM: Stephen Dockman
DATE: June 15th, 1983

RE: Stainless Steel Carts
Stewarding

The Stewarding Department require additional carts for the transportation of china from one area to another. The carts are also required for coffee service, etc.

The three-sided carts that are presently being used tend to tip over backwards when they are full, and while transporting china, etc. Great care is taken while they are used, however, the carts do tip from time to time, causing a financial loss.

Quotations have been received for two stainless steel carts Bloomfield Model # 614. These carts have 3 shelves 21" x 35", 5" swivel casters and a 500 lb. capacity.

Quotations are as follows: (Written quotations to follow)

Ideal Food Service Equipment	\$270.00 each + P.S.T.
Cassidy's	\$299.65 each + P.S.T.
Hamilton Store Fixtures	\$297.00 each + P.S.T.

The above prices are inclusive of Federal Sales Tax.

I recommend that 2 carts be purchased from Ideal in accordance with their quotation.

Stephen H. Dockman
Stephen H. Dockman
CATERING MANAGER

SHD/kw
cc John Leuser

HAMILTON CONVENTION CENTRE
1983 CAPITAL REQUEST FOR TWO
ADDITIONAL BAR TICKET CASH REGISTERS

In September of 1982, management acquired two bar ticket cash registers for the purpose of improving cash and ticket controls. These two machines have performed well. However, it should be noted that with only two machines, the bar ticket cash register system can only be utilized on small functions. As a result, management proposes to acquire two additional machines so that most of our cash functions can be operated with the bar ticket cash register system.

We are proposing that two additional machines be purchased from the same supplier, Sweda International, at a cost of \$2,161.40 each (total of \$4,322.80), inclusive of provincial and federal sales taxes. This represents the same purchase price as in 1982, when the Centre had it tendered out. A further advantage to purchasing the same machines, is that we avoid having to retrain our cashiers to operate another machine.

John A. Leuser
John A. Leuser
Director of Finance

June 16, 1983

6

ESTIMATE OF DEFICIT
FOR THE MONTH OF JULY, 1983

Revenue:

Display Window Rentals	\$ 625.00	
Food & Beverage	Nil	
Other	<u>Nil</u>	\$ 625.00

Expenditures:

Salaries and fringe benefits (approx.)	\$47,600.00	
Repairs & Maintenance (CUP)	8,226.00	
Water & Sewer Surcharge	500.00	
Insurance expense	2,665.00	
Janitorial Services	1,300.00	
Security Services	4,000.00	
Contractual payments - telephone, office equipment rental, etc. (approx.)	3,000.00	
Audit fee - monthly accrual	783.00	
Monthly provision for bad debts	500.00	
Advertising & Promotion - as budgeted	2,579.00	
Part - time labor (approx.)	600.00	
Other repairs & maintenance items	682.00	
Skirting on order	719.00	
Meeting room supplies on order	1,471.00	
Other costs, including legal fees (approx.)	<u>2,000.00</u>	<u>\$76,625.00</u>

Estimate of deficit for the month of July	<u>\$76,000.00</u>
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No provision has been made above for unforeseen large repairs & maintenance items.

John A. Leuser
John A. Leuser
Director of Finance

JAL:ac

June 23, 1983

Convention Centre FACT SHEET

- ☆ **HAMILTON, ONTARIO, CANADA** — Exhibit space: 39,324 Sq. Ft.
- ☆ **LOCATION/TRANSPORTATION FACTS** — Modern multi-purpose exhibit and convention centre located in the heart of the city, connected to the Hamilton Place Theatre. The Centre is conveniently situated adjacent to the Art Gallery of Hamilton and near the Canadian Football Hall of Fame, within 1-1/2 miles of the Royal Botanical Gardens and Dundurn Castle and 35 miles and 50 minutes from Toronto International Airport. A 40-passenger airport bus offers services to and from the airport at 40-minute intervals at a cost of \$11.50 per person one way. Airport limousine can handle up to 60 people and will provide services as frequently as needed at a cost of \$17.00 per person one way. A six-passenger private limousine is available at a flat rate of \$50 one way. The cost of a taxi from the airport to the Centre is approximately \$60. Canadian National Railway Station is 1-1/2 miles and 5 minutes from the Centre. A 40-passenger bus provides services to and from the railway station at 20-minute intervals for a cost of eighty-five cents per person. Taxi fare from the railway station to the Centre is \$3.00 per person. City bus service within walking distance of the Centre is available at a cost of eighty-five cents per person.
- ☆ **ACCOMMODATIONS** — Within walking distance of the convention centre are three hotels offering a total of 450 sleeping rooms. Five additional hotels are located within a five-mile radius of the Centre, totalling 400 sleeping rooms. New Sheraton hotel adjoining the Centre available in Fall 1985 with 313 rooms.
- ☆ **FOOD SERVICES/FACILITIES** — The convention centre has a fully-equipped kitchen capable of preparing dishes for any level of sophistication. For banquets, as many as 2500 people can be served at one sitting throughout the centre. Up to 1500 can be served in the Chedoke Banquet Hall.
- ☆ **PARKING FACILITIES** — On-site garage parking for 828 cars at a cost of \$1 per hour and \$3.50 maximum per day. Within walking distance are two outdoor lots for 417 cars at a cost of fifty cents per hour or \$3.50 per day. An additional 380-car garage offers parking facilities at a cost of seventy-five cents per hour or \$3.50 for 12 hours.
- ☆ **CONVENTION/MEETING SUPPORT FACILITIES** — There are two lounges, one show manager's office containing a safe, and one press room.
- ☆ **PRINCIPAL MEETING, EXHIBIT, AND ENTERTAINMENT AREAS**
EXHIBITION HALLS — The Wentworth Exhibit Hall measures 174 ft. long, 113 ft. wide and 26 ft. high, totalling 19,662 sq. ft. gross exhibit space. It is located on the ground floor with two interior columns 54 ft. apart. Floor load capacity is 300 lbs. per sq. ft. and floor is constructed of reinforced concrete. The Exhibit Hall has 70 foot candles mercury vapour lighting plus 13 foot candles quartz lighting. Food service is available during set-up period. Independent utilities serving exhibits are located on the floor and include 208V three-phase electrical floor outlets on 20-ft. centers, 600V three-phase electrical ceiling outlets on 60-ft. centers, telephone, water (hot/cold) and waste on varying feet centers, Ward Beck 2484B public address system and air conditioning.
 The entire area can accommodate 153 8'x10' or 131 10'x10' exhibit booths. Rental fees are based on gross square footage and include heating, air conditioning, security, general cleaning, lighting, paging system, and permanent hall decorations.

Room	Dimensions	Area Sq. Ft.	Dimensions Metres	Area Sq. Metres	Booths 8'x8'	Booths 8'x10'	Booths 10'x10'
Wentworth Exhibition Hall	174' x 113'	19,662	53.04 x 34.44	1,826.70	183	153	131
Hall A	54' x 113'	6,102	16.46 x 34.44	566.88	53	40	43
Hall B	64' x 113'	7,232	19.51 x 34.44	671.92	64	50	42
Hall C	56' x 113'	6,328	17.07 x 34.44	587.89	55	40	43

In addition to the Wentworth Exhibit Hall, the Chedoke Banquet Hall on the third floor can provide 19,662 sq. ft. of unobstructed exhibit space. It measures 174 ft. long, 113 ft. wide and 25 ft. high. Floor load capacity is 150 lbs. per sq. ft. and floor is carpeted over parquet. The Banquet Hall has 31 foot candles mercury vapour lighting plus 15 foot candles quartz lighting. The Banquet Hall is accessible via two escalators, one passenger elevator and a freight elevator measuring 12 ft. wide, 10 ft. high and 26 ft. long with a 20,000-lb. weight capacity.

Independent utilities serving exhibits are located on the floor and include 208-volt three-phase wall and floor electrical outlets on 30 ft. centers, special stage lighting with dimmers, telephone, hot/cold water and waste on varying feet centers, Ward Beck 2484B public address system and air conditioning. The entire Banquet Hall can accommodate 129 8'x10' or 111 10'x10' exhibit booths. Rental fees are based on gross square footage and include heating, air conditioning, basic security, general cleaning, lighting, paging system, and permanent hall decorations.

Room	Dimensions	Area Sq. Ft.	Boardroom	Theatre	Classroom	U-Shape	Hollow Square	Rounds x 10
Chedoke ABC	174' x 113'	19,662		2,142	1,170			1,500
Chedoke A	54' x 113'	6,102		840	441			500
Chedoke B	60' x 113'	6,780		900	504			500
Chedoke C	60' x 113'	6,780		900	504			500
Chedoke AB	114' x 113'	12,882		1,530	780			1,000
Chedoke BC	120' x 113'	13,560		1,530	819			1,000

- ☆ **GENERAL MEETING ROOMS** — Nine meeting rooms are located on the second floor and four on the third floor. All have individual controls for heat, air conditioning, sound, electricity, multiple electrical & microphone outlets. Rental fees for use of meeting rooms are based on a fixed rate. All rooms are fully carpeted with a ceiling height of 10 feet.

Second Floor

Room	Dimensions	Area Sq. Ft.	Boardroom	Theatre	Classroom	U-Shape	Hollow Square	Rounds x 10
201	31' x 15'	465	18	48	30	19	26	30
202	27' x 35'	945	24	108	60	25	34	90
203	30' x 26'	780	18	72	54	21	28	80
204		210	8	15				10
205	20' x 21'	420	14	40	18	15	20	40
206	20' x 28'	560	18	48	24	22	26	50
Albion ABC	90' x 43'	3,780		506	255			360
Albion A	43' x 34'	1,462	28	198	105	31	36	120
Albion B	29' x 43'	1,247	28	154	84	31	36	80
Albion C	27' x 43'	1,161	28	132	63	31	36	80
Albion AB	63' x 43'	2,709		374	144			240
Albion BC	56' x 43'	2,408		308	150			200

Third Floor

Room	Dimensions	Area Sq. Ft.	Boardroom	Theatre	Classroom	U-Shape	Hollow Square	Rounds x 10
314	35' x 38'	1,330	28	158	90	26	36	90
Webster ABC	85' x 55'	4,620		700	306			400
Webster A	28' x 55'	1,540	34	196	96	40	50	150
Webster B	29' x 55'	1,595	34	168	108	40	50	100
Webster C	27' x 55'	1,485	34	168	81	40	50	100
Webster AB	57' x 55'	3,135		392	216			250
Webster BC	56' x 55'	3,080		392	198			250

- ☆ **THEATRE** — Theatre set-up is achieved by constructing a temporary stage, and supporting it with attendant sound, lighting and seating arrangements to specification.

- ☆ **MEETING EQUIPMENT** — Supplied by the Convention Centre — *at no charge*: Installed PA System; A/V Replacement Parts; Projection Screens; Built-in Closed Circuit TV; Lecterns w/lights; Podiums; Padded Metal Stack Chairs; Blackboards; Easels/Tablets, Cork Boards; Writing Pads, Pens, Pencils. — *at a charge*: Microphones; Remote Control Cords; 5 Projection Rooms; Duplicating Machines.

Supplied by local vendors — Portable PA System; Reel & Cassette Tape Recorders/Players; Phonographs; Rear Screen, Overhead, 16mm/8mm Sound, Film Strip, Opaque & 35mm Slide Projectors; CCTV Cameras, Monitors, Recorders & Spotlights; Flannel Boards; Typewriters; Individualized Direction Signs; Name Cards/Holders; Truck/Van.

- ☆ **MEETING SUPPORT SERVICES** — Provided by the Convention Centre — *at no charge*: Map/Brochure Distribution. Provided by local vendors — Messenger Service; Stenographer; Notary Public; Print Shop; Photographer/Photo Shop; Carpentry Shop; Display Builder; Sign Painter; Paint Shop; Plumber; Electrician; Locksmith; Laborers; Musicians; Security Guards; Decorating Service; Box Office Service; Audio/Visual Operators & Repairpersons; Drayage; Housing Bureau; Attendee Registration; Tours & Entertainment; Exhibit & Display Development; Attendance Stimulation & Publicity; Liability Insurance.

- ☆ **ENQUIRIES:** William J. Penfold, General Manager
Nat Davidson, Sales Manager
Robin Laking, Client Services Manager

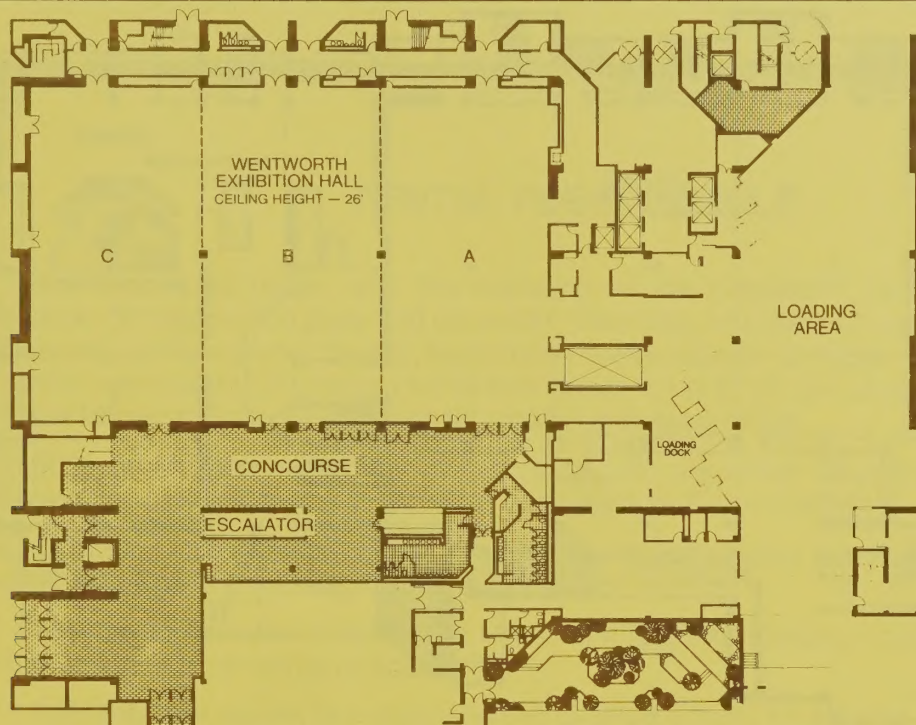
Hamilton Convention Centre
Business Office
115 King Street West
Hamilton, Ontario, Canada
L8P 4T9
(416) 523-5883



HAMILTON CONVENTION CENTRE

Floor Plan

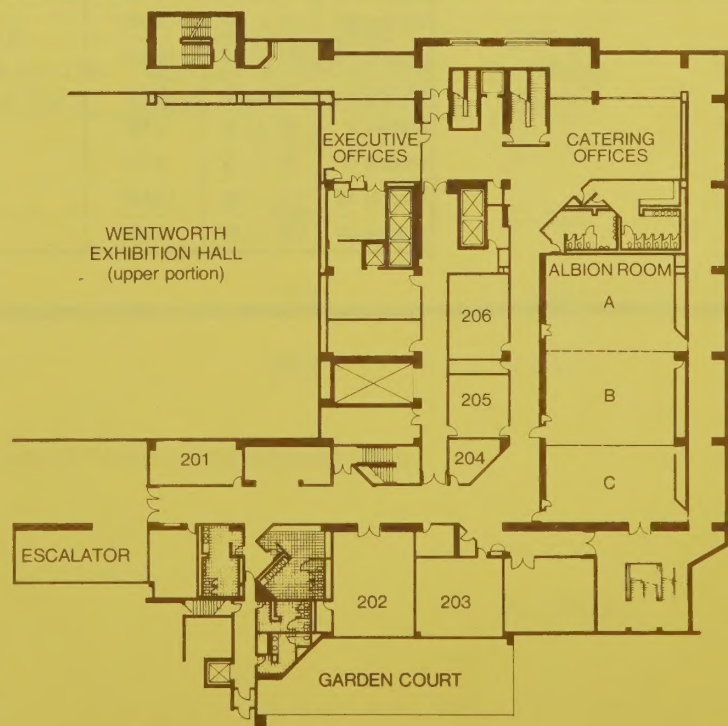
First Floor



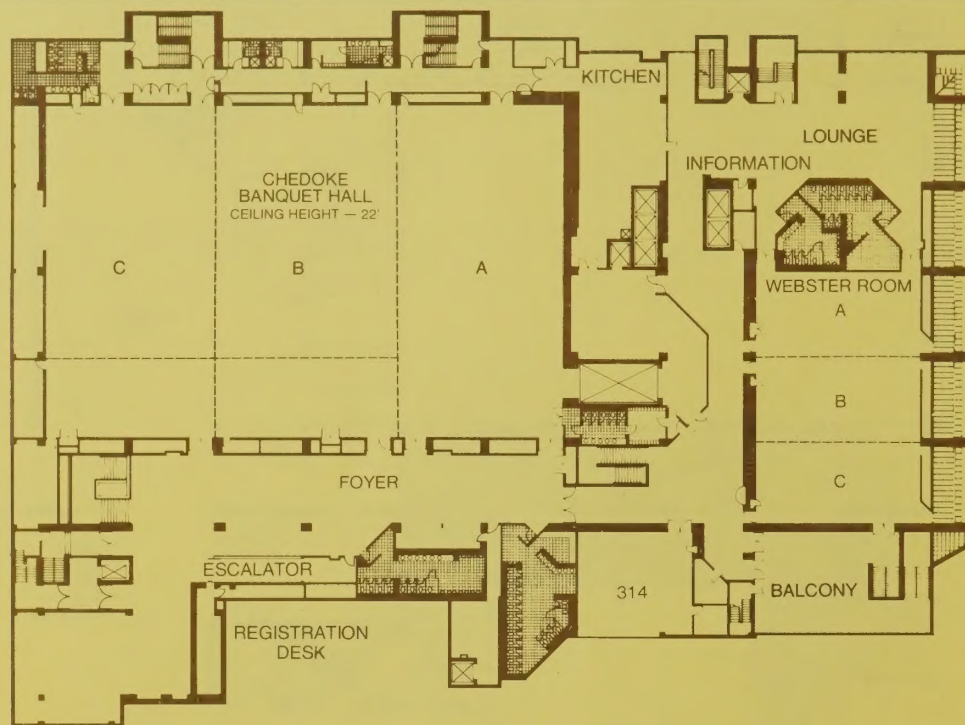
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Webster B	29' x 55'	1,595	34	168	108	40	50	100
Webster C	27' x 55'	1,485	34	168	81	40	50	100
Webster AB	57' x 55'	3,135		392	216			250
Webster BC	56' x 55'	3,080		392	198			250
Chedoke ABC	174' x 113'	19,662		2,142	1,170			1,500
Chedoke A	54' x 113'	6,102		840	441			500
Chedoke B	60' x 113'	6,780		900	504			500
Chedoke C	60' x 113'	6,780		900	504			500
Chedoke AB	114' x 113'	12,882		1,530	780			1,000
Chedoke BC	120' x 113'	13,560		1,530	819			1,000



Hamilton Convention Centre

RENTAL FEE FACT SHEET

RENTAL FEE SCHEDULE

The fees listed below, with the exception of the Wentworth Exhibition Hall, include pencils, writing pads and ice water. Fees also include room set-ups in the following configurations; theatre, boardroom, hollow square, U-shape, T-shape and school room (up to 100 chairs). A one-time set-up fee of \$1.00 per person will apply to the following: Schoolroom (over 100 chairs) and round tables.

50% of the room rental fee will be charged for any group utilizing a room for reception purposes only; e.g., alcoholic beverages and hors d'oeuvres.

50% of the room rental will be charged to a group utilizing the same room for combined food and meeting functions.

75% rental fee applies to a group requiring a room for reception purposes with the service of alcoholic beverages only.

Full rental fee applies to a group wishing to utilize a room for a dance only with a cash bar.

No room rental fee will apply to a group utilizing any space for a full course luncheon, a dinner or a dinner/dance.

Rental fees exclude extra security, ticket handlers, food and beverage costs, special equipment, etc.

ROOM (DIMENSIONS)	DAY RATE	EVENING RATE	DAY & EVENING RATE
	8:00 am to 5:00 pm OR ANY PART THEREOF	6:00 pm to 1:00 am OR ANY PART THEREOF	
WENTWORTH EXHIBITION HALL (174' x 113')	\$1,500	\$1,500	\$2,750
SECTION A (54' x 113')	\$600	\$600	\$1,100
SECTION B (64' x 113')	\$700	\$700	\$1,300
SECTION C (56' x 113')	\$600	\$600	\$1,100

NOTE: Major exhibitions, allow approximately 50% off rate for move-in and move-out days.

Please Call (416) 523-5883
For Further Information

... Continued

facilities you've only dreamed of!

rental fee fact sheet ...

ROOM (DIMENSIONS)	DAY RATE 8:00 am to 5:00 pm OR ANY PART THEREOF	EVENING RATE 6:00 pm to 1:00 am OR ANY PART THEREOF	DAY & EVENING RATE
ROOM 201 (31' x 15')	\$85	\$85	\$170
ROOM 202 (35' x 27')	\$125	\$125	\$250
ROOM 203 (30' x 26')	\$110	\$110	\$220
ROOM 204 (Irregular)	\$60	\$60	\$120
ROOM 205 (20' x 21')	\$85	\$85	\$170
ROOM 206 (20' x 28')	\$95	\$95	\$190
GARDEN COURT — 2nd FLR. (25' x 63')	no charge	no charge	no charge
	(SEASONAL USE FOR RECEPTIONS ONLY)		
ALBION ROOM (A + B + C) (90' x 43')	\$400	\$400	\$750
SALON A (34' x 43')	\$175	\$175	\$325
SALON B (29' x 43')	\$175	\$175	\$325
SALON C (27' x 43')	\$175	\$175	\$325
CHEDOKE HALL (174' x 113')	\$1,750	\$1,750	\$3,250
SALON A (54' x 113')	\$600	\$600	\$1,100
SALON B (60' x 113')	\$600	\$600	\$1,100
SALON C (60' x 113')	\$600	\$600	\$1,100
ROOM 314 (38' x 34')	\$165	\$165	\$330
TERRACE BALCONY — 3rd FLR.	no charge	no charge	no charge
	(SEASONAL USE FOR RECEPTIONS ONLY)		
WEBSTER ROOM (A + B + C) (84' x 55')	\$450	\$450	\$850
SALON A (28' x 55')	\$200	\$200	\$375
SALON B (29' x 55')	\$200	\$200	\$375
SALON C (27' x 55')	\$200	\$200	\$375

Please call (416) 523-5883
For Further Information

HAMILTON CONVENTION CENTRE
115 KING STREET WEST
HAMILTON, ONTARIO L8P 4T9

OCTOBER, 1983

HAMILTON CONVENTION CENTRE



Facilities you've only
dreamed of...



Whatever you're planning — a convention, product introduction, trade show, dinner or meeting — the Hamilton Convention Centre has the versatility you'll need.

With thirteen fully-equipped meeting rooms, and 40,000 square feet of exhibit space, the possibilities are almost infinite. Full food and beverage services are available throughout.



...versatility you've
always wanted...



Dining is a memorable experience in the Centre's impressive Chedoke Hall. Up to 1,500 can be seated in warm elegant surroundings to be treated to the culinary expertise of our own Executive Chef.

And — if you're working with a budget, you needn't worry. We'll design a special menu that will please even your most discriminating guest.

The sophisticated elegance of some of the Centre's smaller salons provides the perfect setting for more intimate gatherings.



...with affordable
elegance...



Dundurn Castle



Hamilton Place



The Royal Botanical Gardens



Shopping galore



Art Gallery of Hamilton



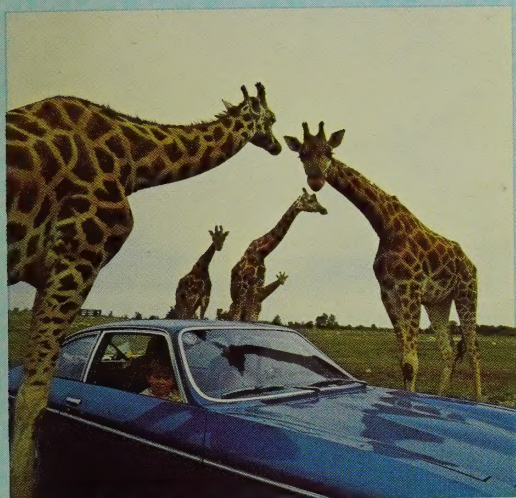
...in a place you've never
thought of.

Everything for business, everything for fun.

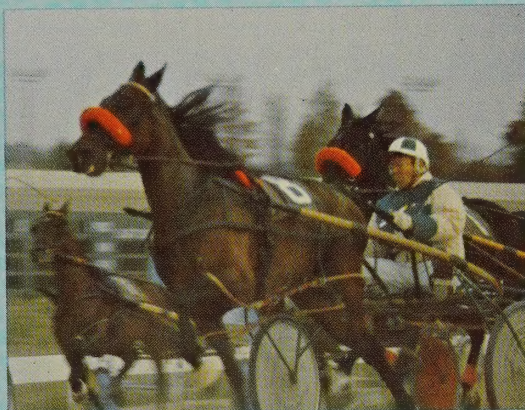
When business is over, the fun begins. A step outside the door and you're in the midst of a vibrant, friendly downtown area that has been totally redeveloped in one of this continent's most ambitious programs. And a few minutes away is a world of entertainment and enjoyment.

Wherever you wish to go, in and out of Hamilton, you'll find the going easy. Excellent highways, Hamilton Civic airport, key railroad and Seaway facilities, all contribute to easy traffic flow for people, services and goods.

Drop in for a visit. We'll show you our dream facilities. And our solid reasons why your next event deserves to be held in Hamilton.



African Lion Safari



Flamboro Downs



Niagara Falls.



HAMILTON

HAMILTON CONVENTION CENTRE

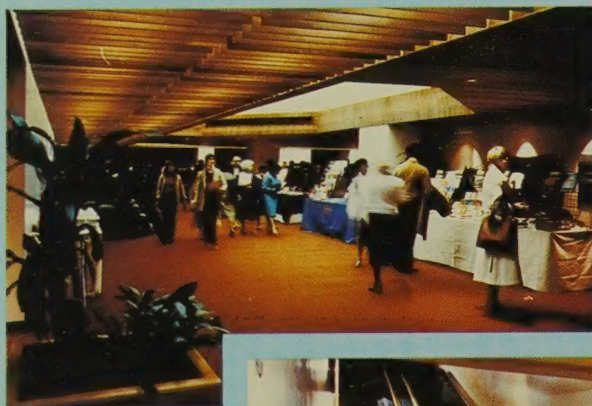
Accessibility Plus!



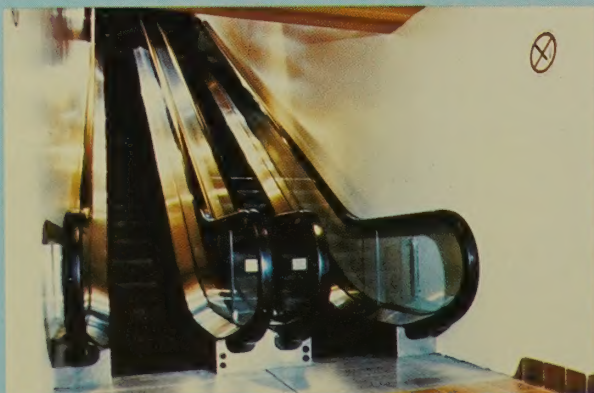
The new deluxe Sheraton Hamilton will be connected to the Centre with 313 rooms. It is now under construction and will be finished in 1985.



Hamilton's Downtown Hotels are readily accessible to the Centre with over 400 rooms.



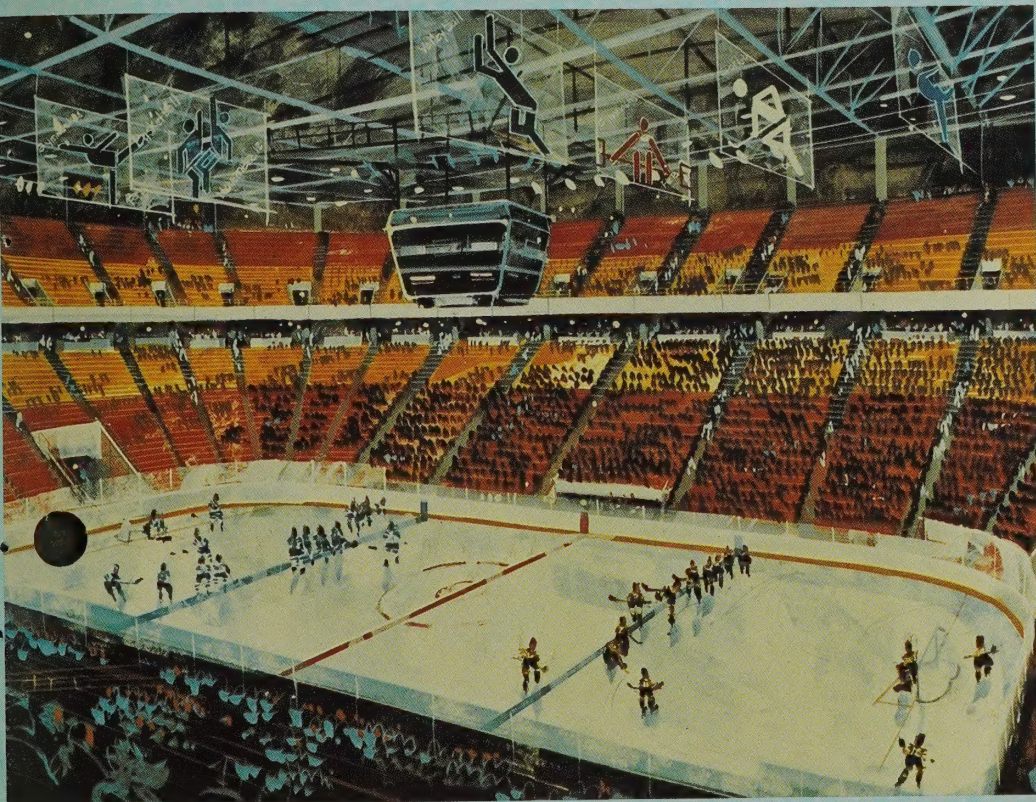
The wide halls and easy access make travelling through the Centre a breeze.



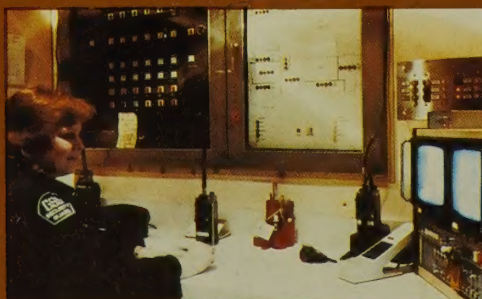
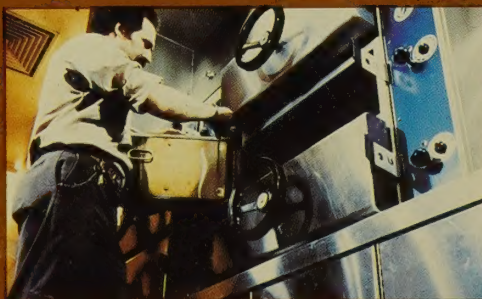
Our drive-through loading dock will accommodate any of the largest vehicles.



Hamilton
we've got a lot to offer



Our excellent staff
and support services
will handle every
detail.



For more information on the Hamilton Convention Centre, please contact:
Sales Department- (416) 523-5883

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario L8P 4T9

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